



Ohio Attorney General's Office
Bureau of Criminal Investigation
Investigative Report



2023-0795
Officer Involved Critical Incident – 1433 State Route 7, Brookfield
Township, Ohio 44403, Trumbull County

Investigative Activity: Records Received, Review of Records

Involves: Sgt. [REDACTED] (S)

Date of Activity: 03/31/2023

Author: SA John P. Tingley, #154

Narrative:

On Friday, March 31, 2023, Ohio Bureau of Criminal Investigation (BCI) Special Agent (SA) John Tingley (Tingley) reviewed the personnel, training, and Ohio Peace Officer Training Academy (OPOTA) Officer Records for Ohio State Highway Patrol (OSHP) Sergeant (Sgt.) [REDACTED] [REDACTED]. SA Tingley reviewed the provided documentation and noted the following:

Personnel File

Sgt. [REDACTED] was hired by the Ohio State Highway Patrol as a full-time Trooper on September 13, 2000.

Basic Training

Sgt. [REDACTED] attended and successfully completed the Ohio Peace Officer Training Academy (OPOTA) Basic Training Class BAS99-091 at the MTC Training Centre. Sgt. [REDACTED] also took and passed the OPOTA certification examination and was issued Peace Officer Certificate [REDACTED] by the Ohio Peace Officer Training Commission. Sgt. [REDACTED] also attended and graduated from the OSHP Academy Class OSP-136 on March 9, 2001.

Current Peace Officer Status

Based on the records received, it is noted that Sgt. [REDACTED] was a duly certified and sworn Ohio Peace Officer at the time of the officer-involved critical incident.

Training File

[REDACTED] has completed a large number of advanced training classes from various sources. Some of these classes include:

- Human Trafficking
- Civil Disturbance

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- Advanced Taser
- Domestic Violence
- Drug Interdiction
- Omnixx Force Training
- Direct to Threat
- Criminal Patrol
- Carbine Operator's Course
- Firearms Instructor
- Sovereign Citizens
- Active Shooter and Triage
- Advanced Trooper Tactical Training
- Ohio Ethics Law
- Field Training Officer
- Surviving an Active Aggressor/Threat

Firearms Qualification

On August 31, 2022, Sgt. [REDACTED] qualified on the following weapon:

- Aero Precision AR 15 rifle – .223/5.56 caliber – serial # [REDACTED] (This weapon was used in the officer-involved critical incident on March 21, 2023).
- Records also indicate that Sgt. [REDACTED] went through a "Weapons Transition Course" on August 31, 2022. However, no weapon is listed regarding this course.

Disciplinary Records

[REDACTED] does not have any discipline related to the use of force.

The personnel and training files are attached to this case file. Please refer to the attachments for further details.

Attachments:

Attachment # 01: OSHP Sgt. [REDACTED] – Personnel File – Redacted
Attachment # 02: OSHP SGT [REDACTED] RIFLE QUAL RECORD

PERSONNEL ACTION
STATE OF OHIO

AGENCY: FROM: DIVISION OR INSTITUTION: UNIT OR OFFICE: NO. 5814349
TO: PUBLIC SAFETY - STATE HWY. PATROL

NAME LAST	FIRST	M.I.	DATE OF BIRTH	EDUCATION						
FROM:	LAST	FIRST	M.I.	SEX	MO	DAY	YR	NO. OF YEARS	DEGREE	MAJOR
TO:				M				12		
ADDRESS	STREET		CITY	STATE	ZIP CODE	COUNTY				
FROM:										
TO:			HUBBARD	OH	44425	TRUM				

EFFECTIVE DATE	PAYROLL NUMBER	POSITION CONTROL NO.	BARG UNIT	FLAG	SOCIAL SECURITY NUMBER	HQ. COUNTY
FROM:						
MO	DAY	YR	TO:			
09	13	2000	760-002	4806.0	99	7
						FRAN

CLASS TITLE	CLASS NO.	RANGE	STEP	BASE RATE	LONG	SUPPL.	SUPPL.	TOTAL	STATUS
FROM:									
TO: HWY. PATROL CADET	99711	00	0	11.03				11.03	U

<input type="checkbox"/> 0 EMERGENCY ENDS _____ <input checked="" type="checkbox"/> 1 FULL TIME PERMANENT ENDS _____ <input type="checkbox"/> 2 FULL TIME TEMPORARY ENDS _____ <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS _____ <input type="checkbox"/> 4 PART TIME PERMANENT ENDS _____ <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS _____ <input type="checkbox"/> 6 PART TIME SEASONAL ENDS _____ <input type="checkbox"/> 7 INTERMITTENT ENDS _____ <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS _____ <input type="checkbox"/> 9 FIXED TERM PER DIEM ENDS _____ <input type="checkbox"/> 10 APPT. DATE CORRECTED _____ <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL _____ <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL _____ <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL _____ <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL _____ <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM _____ <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR _____ <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR _____ <input type="checkbox"/> 19 UNIT 11, 12 PART TIME INTERIM _____	<input type="checkbox"/> 1 PROMOTION <input type="checkbox"/> 2 DEMOTION <input type="checkbox"/> 3 LATERAL CLASS CHANGE <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES <input type="checkbox"/> 6 CIVIL SERVICE STATUS <input type="checkbox"/> 7 NAME <input type="checkbox"/> 8 APPOINTMENT CHANGE TO _____ <input type="checkbox"/> 9 DISPLACEMENT <input type="checkbox"/> 10 RATE <input type="checkbox"/> 11 REASSIGNMENT ENDS _____ CLASS _____ RATE _____ STEP _____ <input type="checkbox"/> 12 POSITION CHANGED <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS _____ CLASS _____ RATE _____ STEP _____ <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION <input type="checkbox"/> 22 CANCEL INTERIM <input type="checkbox"/> 23 SERVICE CHANGE <input type="checkbox"/> 26 SSN CORRECTION <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT <input type="checkbox"/> 30 H. Q. COUNTY CHANGE <input type="checkbox"/> OTHER - SEE REMARKS	<input type="checkbox"/> 1 RESIGNED - REGULAR _____ WRITTEN _____ ORAL <input type="checkbox"/> 2 RETIRED <input type="checkbox"/> 3 DISABILITY RETIREMENT <input type="checkbox"/> 4 DECEASED <input type="checkbox"/> 5 REMOVED <input type="checkbox"/> 6 PROBATIONARY REMOVAL <input type="checkbox"/> 7 LAID OFF <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION <input type="checkbox"/> 9 OTHER (SEE REMARKS) <input type="checkbox"/> 10 CANCEL APPOINTMENT <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATE BY _____ <input type="checkbox"/> 13 INTERIM SEPARATION <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE	<input type="checkbox"/> 1 MILITARY LEAVE ENDS _____ <input type="checkbox"/> 2 PERSONAL LEAVE ENDS _____ <input type="checkbox"/> 3 SUSPENSION ENDS _____ <input type="checkbox"/> 6 SEASONAL ENDS _____ <input type="checkbox"/> 7 EDUCATIONAL LEAVE ENDS _____ <input type="checkbox"/> 11 UNION LEAVE ENDS _____ <input type="checkbox"/> 12 END A17 _____ <input type="checkbox"/> 13 END A18 _____ <input type="checkbox"/> 14 VACATION LEAVE DEBIT <input type="checkbox"/> 16 PENALTY FINE <input type="checkbox"/> 17 PENALTY FINE (EXEMPT) <input type="checkbox"/> 18 WORKING SUSPENSION
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DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	BUDGETED HOURS	TIME STAMP
		9-13-00	2080	

REMARKS: ASSIGNED TO 136th CADET CLASS

Col. Kelly Marshall SUPT. LOG: DIV: 09

ALL ITEMS ON PREHIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY	SIGNATURE	DATE	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> NOTED	CERTIFICATION
	<i>[Signature]</i>			

State of Ohio
Supplemental Nepotism Statement

I have no known relatives or business associates currently employed by the State of Ohio.

I have relatives or business associates currently employed by the State of Ohio and have listed them below:

Relatives or Business Associates

Name	Relationship	Position	Department

I have no interest in any business which currently or has in the past done business with the State of Ohio.

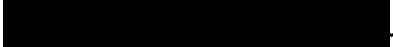
I have business interests which are or have been involved in state business and have listed them below:

Business Interests

Name of Business	My Interest	Summary of Services

Signature		Date
		11-26-99

SUPPLEMENTAL EMPLOYMENT AGREEMENT

I,  _____, do hereby agree that as a condition of my initial employment, satisfactory completion of my probationary period and continued employment with the state of Ohio, that if I am now or ever become subject to a lawful agreement or court order requiring me to pay child support, I will pay all monies required by such agreement or order in a timely fashion as provided in such agreement or order. In the event any arrearage exists at the time of my initial employment or occurs subsequently, I agree to satisfactorily liquidate such arrearage in accordance with any subsequent agreement or order.

 _____

03-31-00
Date

**Distribution: White - Submit with application.
Canary - Retain at agency.**

PERSONNEL ACTION
STATE OF OHIO

AGENCY: PUBLIC SAFETY DIVISION OR INSTITUTION: STATE HIGHWAY PATROL UNIT OR OFFICE: NO. 5815073

NAME: FROM: [REDACTED] LAST [REDACTED] FIRST [REDACTED] M.I. [REDACTED] DATE OF BIRTH: [REDACTED] SEX: M NO. OF YEARS: 12 EDUCATION: [REDACTED] DEGREE: [REDACTED] MAJOR: [REDACTED]

ADDRESS: FROM: [REDACTED] STREET [REDACTED] CITY: HUBBARD STATE: OH ZIP CODE: 44425 COUNTY: TRUM

EFFECTIVE DATE: FROM: 03 09 2001 TO: [REDACTED] PAYROLL NUMBER: 760-002 POSITION CONTROL NO.: 4806.0 BARG UNIT: 99 FLAG: 0 SOCIAL SECURITY NUMBER: [REDACTED] HQ. COUNTY: FRAN

CLASS TITLE: FROM: HIGHWAY PATROL CADET TO: HIGHWAY PATROL TROOPER CLASS NO.: 99711 TO: 26711 RANGE: 00 TO: 10 STEP: 0 TO: 1 BASE RATE: 11.58 TO: 15.54 LONG: [REDACTED] SUPPL.: [REDACTED] TOTAL: 11.58 TO: 17.09 STATUS: U TO: C

- | APPOINTMENT | CHANGE | SEPARATION | INTERRUPTION |
|---|---|--|---|
| <input type="checkbox"/> 0 EMERGENCY ENDS _____ | <input checked="" type="checkbox"/> 1 PROMOTION | <input type="checkbox"/> 1 RESIGNED - REGULAR _____ WRITTEN _____ ORAL _____ | <input type="checkbox"/> 1 MILITARY LEAVE ENDS _____ |
| <input type="checkbox"/> 1 FULL TIME PERMANENT ENDS _____ | <input type="checkbox"/> 2 DEMOTION | <input type="checkbox"/> 2 RETIRED | <input type="checkbox"/> 2 PERSONAL LEAVE ENDS _____ |
| <input type="checkbox"/> 2 FULL TIME TEMPORARY ENDS _____ | <input type="checkbox"/> 3 LATERAL CLASS CHANGE | <input type="checkbox"/> 3 DISABILITY RETIREMENT | <input type="checkbox"/> 3 SUSPENSION ENDS _____ |
| <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS _____ | <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY | <input type="checkbox"/> 4 DECEASED | <input type="checkbox"/> 6 SEASONAL ENDS _____ |
| <input type="checkbox"/> 4 PART TIME PERMANENT ENDS _____ | <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES | <input type="checkbox"/> 5 REMOVED | <input type="checkbox"/> 7 EDUCATIONAL LEAVE ENDS _____ |
| <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS _____ | <input checked="" type="checkbox"/> 6 CIVIL SERVICE STATUS | <input type="checkbox"/> 6 PROBATIONARY REMOVAL | <input type="checkbox"/> 11 UNION LEAVE ENDS _____ |
| <input type="checkbox"/> 6 PART TIME SEASONAL ENDS _____ | <input type="checkbox"/> 7 NAME | <input type="checkbox"/> 7 LAID OFF | <input type="checkbox"/> 12 END A17 _____ |
| <input type="checkbox"/> 7 INTERMITTENT ENDS _____ | <input type="checkbox"/> 8 APPOINTMENT CHANGE TO _____ | <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION | <input type="checkbox"/> 13 END A18 _____ |
| <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS _____ | <input type="checkbox"/> 9 DISPLACEMENT | <input type="checkbox"/> 9 OTHER (SEE REMARKS) | <input type="checkbox"/> 14 VACATION LEAVE DEBIT |
| <input type="checkbox"/> 9 FIXED TERM PER DIEM ENDS _____ | <input type="checkbox"/> 10 RATE | <input type="checkbox"/> 10 CANCEL APPOINTMENT | <input type="checkbox"/> 16 PENALTY FINE |
| <input type="checkbox"/> 10 APPT. DATE CORRECTED | <input type="checkbox"/> 11 REASSIGNMENT | <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATE BY _____ | <input type="checkbox"/> 17 PENALTY FINE (EXEMPT) |
| <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL | <input type="checkbox"/> 12 POSITION CHANGED | <input type="checkbox"/> 13 INTERIM SEPARATION | <input type="checkbox"/> 18 WORKING SUSPENSION |
| <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL | <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS _____ CLASS _____ RATE _____ STEP _____ | <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING | |
| <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL | <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION | <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE | |
| <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL | <input type="checkbox"/> 22 CANCEL INTERIM | | |
| <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM | <input type="checkbox"/> 23 SERVICE CHANGE | | |
| <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR | <input type="checkbox"/> 26 SSN CORRECTION | | |
| <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR | <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT | | |
| <input type="checkbox"/> 19 UNIT 11, 12 PART TIME INTERIM | <input checked="" type="checkbox"/> 30 H. Q. COUNTY CHANGE | | |
| | <input type="checkbox"/> OTHER - SEE REMARKS | | |

DATE OF LAST PROMOTION: [REDACTED] CERTIFICATION NO.: (17639) DATE OF CONTINUOUS SERVICE: 09/13/00 BUDGETED HOURS: 2080

REMARKS: PROMOTE FROM HIGHWAY PATROL CADET TO HIGHWAY PATROL TROOPER ASSIGNED TO D04 P04 ASHTABULA

[Signature] SUPT. LOG: DIV: 01

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY: *[Signature]* SIGNATURE: DATE: 03-06-01

SIGNATURE OF APPROVER: *[Signature]* DATE: 03-06-01

01 MAR 05 AM 11:34
 DAS/STATE SERVICES

PERSONNEL ACTION
STATE OF OHIO

AGENCY: **Public Safety** DIVISION OR INSTITUTION: **State Highway Patrol** UNIT OR OFFICE: **State Highway Patrol**

FROM: TO:

NAME	LAST	FIRST	M.I.	SEX	MO	DAY	YR	NO OF YEARS	EDUCATION	DEGREE	MAJOR
FROM:				M				12			
TO:											

ADDRESS	STREET	CITY	STATE	ZIP CODE	COUNTY
FROM:					
TO:					

EFFECTIVE DATE	PAYROLL NUMBER	POSITION CONTROL NO.	BARG UNIT	FLAG	SOCIAL SECURITY NUMBER	H.Q. COUNTY
MO: 01 DAY: 31 YR: 2002	FROM: 760-002	760-002	01	9		Asht
TO:		3636.0				

CLASS TITLE	CLASS NO.	RANGE	STEP	BASE RATE	LONG	SUPL.	SUPL.	TOTAL	STATUS
FROM: Hwy Patrol Trooper	26711	11	2	18.90				18.90	C
TO:									

<input type="checkbox"/> 0 EMERGENCY ENDS _____ <input type="checkbox"/> 1 FULL TIME PERMANENT ENDS _____ <input type="checkbox"/> 2 FULL TIME TEMPORARY ENDS _____ <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS _____ <input type="checkbox"/> 4 PART TIME PERMANENT ENDS _____ <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS _____ <input type="checkbox"/> 6 PART TIME SEASONAL ENDS _____ <input type="checkbox"/> 7 INTERMITTENT <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS _____ <input type="checkbox"/> 9 FIXED TERM PER DIEM <input type="checkbox"/> 10 APPT. DATE CORRECTED <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR <input type="checkbox"/> 20 FULL TIME DISASTER RELIEF <input type="checkbox"/> 21 PART TIME DISASTER RELIEF	<input type="checkbox"/> 1 PROMOTION <input type="checkbox"/> 2 DEMOTION <input type="checkbox"/> 3 LATERAL CLASS CHANGE <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES <input type="checkbox"/> 6 CIVIL SERVICE STATUS <input type="checkbox"/> 7 NAME <input type="checkbox"/> 8 APPOINTMENT CHANGE TO _____ <input type="checkbox"/> 9 DISPLACEMENT <input type="checkbox"/> 10 RATE <input type="checkbox"/> 11 REASSIGNMENT <input type="checkbox"/> 12 POSITION CHANGED <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS _____ CLASS _____ RATE _____ STEP _____ <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION <input type="checkbox"/> 22 CANCEL INTERIM <input type="checkbox"/> 23 SERVICE CHANGE <input type="checkbox"/> 26 SSN CORRECTION <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT <input type="checkbox"/> 30 H. Q. COUNTY CHANGE <input type="checkbox"/> OTHER - SEE REMARKS	<input type="checkbox"/> 1 RESIGNED - REGULAR _____ WRITTEN _____ ORAL _____ <input type="checkbox"/> 2 RETIRED <input type="checkbox"/> 3 DISABILITY RETIREMENT <input type="checkbox"/> 4 DECEASED <input type="checkbox"/> 5 REMOVED <input type="checkbox"/> 6 PROBATIONARY REMOVAL <input type="checkbox"/> 7 LAID OFF <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION <input type="checkbox"/> 9 OTHER (SEE REMARKS) <input type="checkbox"/> 10 CANCEL APPOINTMENT <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATE BY _____ <input type="checkbox"/> 13 INTERIM SEPARATION <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE	<input checked="" type="checkbox"/> 1 MILITARY LEAVE ENDS <u>11-07-02</u> <input type="checkbox"/> 2 PERSONAL LEAVE ENDS _____ <input type="checkbox"/> 3 SUSPENSION ENDS _____ <input type="checkbox"/> 6 SEASONAL ENDS _____ <input type="checkbox"/> 7 EDUCATIONAL LEAVE ENDS _____ <input type="checkbox"/> 11 UNION LEAVE ENDS _____ <input type="checkbox"/> 12 ENDA17 _____ <input type="checkbox"/> 13 ENDA18 _____ <input type="checkbox"/> 14 LEAVE REDUCTION <input type="checkbox"/> 16 PENALTY FINE <input type="checkbox"/> 18 WORKING SUSPENSION <hr/> REINSTATEMENT <input type="checkbox"/> 1 FROM SEPARATION <input type="checkbox"/> 2 FROM INTERRUPTION <input type="checkbox"/> 3 BY PERSONNEL BD. OF REVIEW <input type="checkbox"/> 4 BY COURT ORDER <input type="checkbox"/> 5 SEPARATION RESCINDED <input type="checkbox"/> 7 BY GRIEVANCE <input type="checkbox"/> 8 BY ARBITRATION AWARD <input type="checkbox"/> 9 REEMPLOYMENT FROM LAYOFF APPT. TYPE _____ <input type="checkbox"/> 10 RECALL FROM LAYOFF APPT. TYPE _____ <hr/> TIME STAMP
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DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	BUDGETED HOURS
03-09-2001		09-13-2000	2080

REMARKS: Military Leave - Copy of orders attached. Assigned to D 4, P 04 Asht
 Lt. Col. R. C. [Signature] 3/26/02 Supt.
 Log:
 Div: 01

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY: [Signature] DATE: 3/26/02

APPROVED DISAPPROVED

CERTIFICATION: _____

SIGNATURE OF RELEASING AUTHORITY: _____ DATE: _____

SIGNATURE OF APPROVER: [Signature] DATE: _____

DEPARTMENT OF THE AIR FORCE
HQ 910TH MISSION SUPPORT SQUADRON (AFRC)
YOUNGSTOWN ARS OH 44473-5944

PRIVACY ACT OF 1974 APPLIES

SPECIAL ORDER
A-0053

DATE: 08 NOV 2001

1. **PERSONNEL DATA.** By direction of the President, SSG [REDACTED] is ordered to active duty according to one of the following authorities, based on instructions received from higher headquarters.

Address: [REDACTED]

Authority: HQ USAF WASHINGTON DC// CAT DIRECTOR, Mob #33

SECURITY CLEARANCE INFORMATION: Unknown
[REDACTED]

PARTIAL MOBILIZATION, 10 USC 12302, (ADN: B30). Partial Mobilization tour length or From 08-Nov-01 to 07-Nov-02.

2. **REPORTING DATA.** Effective date of active duty is 08-Nov-01. Individual is directed to proceed to 910 SFS YOUNGSTOWN ARS OH 44473. Report to commander of organization assigned, not later than 08-Nov-01. If applicable, this order rescinds volunteer order XXXXX. Failure to report within prescribed time limits will place the member in AWOL status. Thirty-one days after reporting AWOL status, the member will be placed in deserter status IAW AFI 36-2911, Desertion and Unauthorized Absence, 1 Jun 98.

3. **GENERAL INSTRUCTIONS.** Personnel on flying status are authorized to take part in flying activities during the period of active duty covered by this order. Pursuant to AFH 32-6009, Housing Handbook, 1 Jun 96, you will report to the base housing referral office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing. Authorizations to cite fiscal year 02 funds does not constitute authorization to obligate funds until approved by CONGRESS.

4. **FUND CITES.**
5723500 322 530 525725
5723500 322 5841.0M 584.0J 525725
5723400 302 65V7 11130C 02 409 503000 ESP:7C

5. **TRANSPORTATION AND ADVANCE PAY/ALLOWANCE.** Movement of dependents and household goods at USAF expense is not authorized. Except for Selected Reserve members activated in place. Travel by government-procured transportation will be directed when not within commuting distance. Refer to AFH 10-416, Chapter 6. Advance pay and travel are authorized IAW AFI 10-213, Comptroller Operations Under Emergency Conditions, 22 Jul 94. Special storage of HHGS in the vicinity of the PDS may be authorized IAW JFTR, Para U4770. Authorizing/approval authorities should exercise this authority judiciously after coordination with the wing commander.

6. **ADDITIONAL INFORMATION/INSTRUCTIONS.** This period of active service is exempt from the 5 year cumulative limit under USERRA IAW Title 38, U.S.C. Chap 43.

7. **REMARKS.** This order contains information protected under the Privacy Act of 1974. Any group order provided to the individual must be sanitized, that is, list only the last four of the SSAN and delete the home address for each other person on the order. This active duty order does not constitute authority to deploy from the mobilized location. If further deployment is required after reporting to Commander of assigned unit, a Contingency Exercise Deployment (CED) order must be published and furnished to the individual prior to departure.

FOR THE COMMANDER


RONDA M. ESKER, TSgt, USAFR
Chief, Personnel Readiness



DISTRIBUTION:
10- each Individual
1 - ea Reserve MPF/DPMSA/PAY OFFICE
2 - Number of copies to be prescribed locally

PERSONNEL ACTION
STATE OF OHIO

FROM: AGENCY
PUBLIC SAFETY

DIVISION OR INSTITUTION
STATE HIGHWAY PATROL

UNIT OR OFFICE

TO:

NAME		LAST		FIRST		MI	SEX	DATE OF BIRTH			NO. OF YRS	EDUCATION	
FROM:								MO	DAY	YR		DEGREE	MAJOR
TO:							M				12		

ADDRESS		STREET		CITY	STATE	ZIP CODE	COUNTY
FROM:							
TO:							

EFFECTIVE DATE	PAYROLL NUMBER	POSITION CONTROL NO.	BARG UNIT	FLAG	SOCIAL SECURITY NUMBER	H.Q. COUNTY
MO: 11, DAY: 08, YR: 2002	FROM: 760-002	03686.0	001	9		ASHT
TO:						

CLASS TITLE	CLASS NO.	RANGE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
FROM: H P TROOPER	26711	11	3	20.61				20.61	C
TO:									

APPOINTMENT	CHANGE	SEPARATION	INTERRUPTION
<input type="checkbox"/> 0 EMERGENCY ENDS <input type="checkbox"/> 1 FULL TIME PERMANENT <input type="checkbox"/> 2 FULL TIME PERMANENT ENDS <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS <input type="checkbox"/> 4 PART TIME PERMANENT <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS <input type="checkbox"/> 6 PART TIME SEASONAL ENDS <input type="checkbox"/> 7 INTERMITTENT <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS <input type="checkbox"/> 9 FIXED TERM PER DIEM <input type="checkbox"/> 10 APPT. DATE CORRECTED <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR <input type="checkbox"/> 20 FULL TIME DISASTER RELIEF <input type="checkbox"/> 21 PART TIME DISASTER RELIEF	<input type="checkbox"/> 1 PROMOTION <input type="checkbox"/> 2 DEMOTION <input type="checkbox"/> 3 LATERAL CLASS CHANGE <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES <input type="checkbox"/> 6 CIVIL SERVICE STATUS <input type="checkbox"/> 7 NAME <input type="checkbox"/> 8 APPOINT. CHANGE TO <input type="checkbox"/> 9 DISPLACEMENT <input type="checkbox"/> 10 RATE <input type="checkbox"/> 11 REASSIGNMENT <input type="checkbox"/> 12 POSITION CHANGED <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS CLASS RATE STEP <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION <input type="checkbox"/> 22 CANCEL INTERIM <input type="checkbox"/> 23 SERVICE CHANGE <input type="checkbox"/> 26 SSN CORRECTION <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT <input type="checkbox"/> 30 H.Q. COUNTY CHANGE <input type="checkbox"/> OTHER - SEE REMARKS	<input type="checkbox"/> 1 RESIGNED - REGULAR - WRITTEN - ORAL <input type="checkbox"/> 2 RETIRED <input type="checkbox"/> 3 DISABILITY RETIREMENT <input type="checkbox"/> 4 DECEASED <input type="checkbox"/> 5 REMOVED <input type="checkbox"/> 6 PROBATIONARY REMOVAL <input type="checkbox"/> 7 LAID OFF <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION <input type="checkbox"/> 9 OTHER (SEE REMARKS) <input type="checkbox"/> 10 CANCEL APPOINTMENT <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATED BY <input type="checkbox"/> 13 INTERIM SEPARATION <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE	<input checked="" type="checkbox"/> 1 MILITARY LEAVE ENDS 110703 <input type="checkbox"/> 2 PERS. LEAVE ENDS <input type="checkbox"/> 3 SUSPENSION ENDS <input type="checkbox"/> 6 SEASONAL ENDS <input type="checkbox"/> 7 EDUC. LEAVE ENDS <input type="checkbox"/> 11 UNION LEAVE ENDS <input type="checkbox"/> 12 END A17 <input type="checkbox"/> 13 END A18 <input type="checkbox"/> 14 LEAVE REDUCTION <input type="checkbox"/> 16 PENALTY FINE <input type="checkbox"/> 18 WORKING SUSPENSION <hr/> REINSTATEMENT <input type="checkbox"/> 1 FROM SEPARATION <input type="checkbox"/> 2 FROM INTERRUPTION <input type="checkbox"/> 3 BY PERSONNEL BD. REVIEW <input type="checkbox"/> 4 BY COURT ORDER <input type="checkbox"/> 5 SEPARATION RESCINDED <input type="checkbox"/> 7 BY GRIEVANCE <input type="checkbox"/> 8 BY ARBITRATION AWARD <input type="checkbox"/> 9 REEMPLOY. FROM LAYOFF APPT. TYPE <input type="checkbox"/> 10 RECALL FROM LAYOFF APPT. TYPE

DATE OF LAST PROMOTION 03-09-2001	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE 09-13-2000	BUDGETED HOURS 2080	TIME STAMP
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REMARKS
EXTENSION OF MILITARY LEAVE ASSIGNED TO D04 P04 ASHTABULA

Col. K.L. Adams, Supt, 10/14/02 Supt DIV: 01 LOG: ✓ 25

<input type="checkbox"/> ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED	<input checked="" type="checkbox"/> APPROVED	CERTIFICATION
<input checked="" type="checkbox"/> APPROVAL OF APPOINTING AUTHORITY <i>Thomas J. Steckath</i> (SIGNATURE) <i>10/14/02</i> (DATE)	<input type="checkbox"/> DISAPPROVED	
<input checked="" type="checkbox"/> SIGNATURE OF RELEASING AUTHORITY	<input checked="" type="checkbox"/> SIGNATURE OF APPROVER <i>C Scott Johnson</i> (SIGNATURE) <i>10-21-02</i> (DATE)	

OCT 8 2002

INTER-OFFICE COMMUNICATION

Date October 7, 2002



File No. 2-BEN

To Captain W. Costas Attention S/Lieutenant R. A. Hannay

From Lieutenant J. T. Sival Ashtabula Post Commander

Subject Military Leave - Trooper [REDACTED] - D/4 P/4 U- [REDACTED]

Trooper [REDACTED] was called to active military duty on November 8, 2001. This call up was to end on November 7, 2002. Trooper [REDACTED]'s activation orders were recently amended to end on November 7, 2003. Trooper [REDACTED] still wishes to retain his health coverage. He will continue to pay his health insurance premium to keep his health coverage. A copy of his new military activation order is attached.

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS

(If more space is required, use reverse, identifying items by number)

TO: 910 MSS (AFRC)	FROM: 910 MSS / DPMSA	TELEPHONE 346-1023
------------------------------	---------------------------------	----------------------------------

THE FOLLOWING ORDER IS: AMENDED AS SHOWN IN ITEM 5 / Rescinded Revoked Totally In Part

IDENTIFICATION OF ORDER BEING CHANGED *(Issued by this Headquarters unless otherwise stated in item 6.)*

1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER <i>(Type and Number)</i>	C. DATE	D. TED	<input type="checkbox"/> PCS WITH PCA <i>(EDCSA)</i>	<input type="checkbox"/> PCS WITHOUT PCA	
	SO A-0053	20011108				

3. RELATING TO *(TDY, PCS, Short Tour of AD, etc.)*
PARTIAL MOBILIZATION

4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS

A. GRADE SSG	B. LAST NAME, FIRST, MIDDLE INITIAL [REDACTED]	C. SSAN OR CIVILIAN POSITION TITLE [REDACTED]	D. ORGANIZATION 910 SFS PAS: [REDACTED]
-----------------	---	--	---

5. AMENDMENT *(Identify item in order being amended)*

A. ITEM 2	AS READS REPORTING DATA: 08 NOV 01 TO 07 NOV 02	IS AMENDED TO READ REPORTING DATA: 08 NOV 01 TO 07 NOV 03
--------------	--	--

B. ITEM **Remarks** IS AMENDED TO *(Include) (Delete)*
(Added) In accordance with HQ ARC and HQ AMC Message 141247Z AUG 02, Subj: Extension of Partial Mobilization Authority, above named is extended on partial mobilization through end date shown in #5A above.
(Added) "The payment of per diem during duty at one location for a period not to exceed 730 days is authorized by SAF/MR Memo dated 21 August 2002".


6. REMARKS
Verbal order of the Commander was confirmed 14 August 2002. Exigencies precluded the written amendment in advance.

7. Accounting Citation Continued:
 5723500 322 530 525725 / 573 323 530 525725
 5723500 322 5841.0M 5841.0J 525725 / 5733500 323 58441.0M 5841.0J 525725
 5723400 302 65V7 11130C 02 409 503000 ESP 7C / 5733400 303 65V7 11130C 03 409 503000 ESP 7C *ac*

7. ACCOUNTING CITATION (See #6 Remarks above)

8. DATE 20020903	9. ISSUING/APPROVING OFFICIAL <i>(Typed name, grade, and title)</i> GARY S. YONCHAK, MSGT USAF PERS READINESS & EMPLOYMENT	10. SIGNATURE <i>Gary S Yonchak</i>
---------------------	--	--

11. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 910 MISSION SUPPORT SQUADRON 3976 KING GRAVES ROAD UNIT 44 VIENNA OH 44473-5944	12. ORDER <i>(Type and Number)</i> A-115	13. DATE 20020903
--	---	--------------------------

15. DISTRIBUTION 1 - Individual 1 - FM 1 -Unit of Assignment 1 - 910 MDS 1 - 910 MSS / Cust Svc (Indiv UPRG) 1 - 910 AW / Family Support	16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL <i>Mary L Julian</i> MARY L. JULIAN, CMS USAFR CHIEF, PERSONNEL PROGRAMS 
--	--

3/11/03

PERSONNEL ACTION STATE OF OHIO

FROM: AGENCY PUBLIC SAFETY DIVISION OR INSTITUTION STATE HIGHWAY PATROL UNIT OR OFFICE

NAME LAST FIRST MI SEX DATE OF BIRTH NO. OF YRS EDUCATION MO DAY YR DEGREE MAJOR

ADDRESS FROM: STREET CITY STATE ZIP CODE COUNTY

EFFECTIVE DATE PAYROLL NUMBER POSITION CONTROL NO. BARG UNIT FLAG SOCIAL SECURITY NUMBER H.Q. COUNTY

CLASS TITLE CLASS NO. RANGE STEP BASE RATE LONG SUPPL SUPPL TOTAL STATUS

APPOINTMENT CHANGE SEPARATION INTERRUPTION REINSTATEMENT

DATE OF LAST PROMOTION CERTIFICATION NO. DATE OF CONTINUOUS SERVICE BUDGETED HOURS TIME STAMP

REMARKS HIGHWAY PATROL TROOPER, REINSTATEMENT FROM INTERRUPTION (MILITARY LEAVE) ASSIGNED TO D04 P04 ASHTABULA

APPROVAL OF APPOINTING AUTHORITY SIGNATURE DATE APPROVED DISAPPROVED SIGNATURE OF APPROVER DATE

APR 8 2003

INTER-OFFICE COMMUNICATION

Date April 7, 2003



File No. 2-TRA

To Lieutenant C. L. Spinner Attention S/Lieutenant L. Banaszak

From Lieutenant J. T. Sivak, Ashtabula Post Commander

Subject Unit Returning from Active Military Duty - Trooper [REDACTED] U-[REDACTED], D-4/P-4

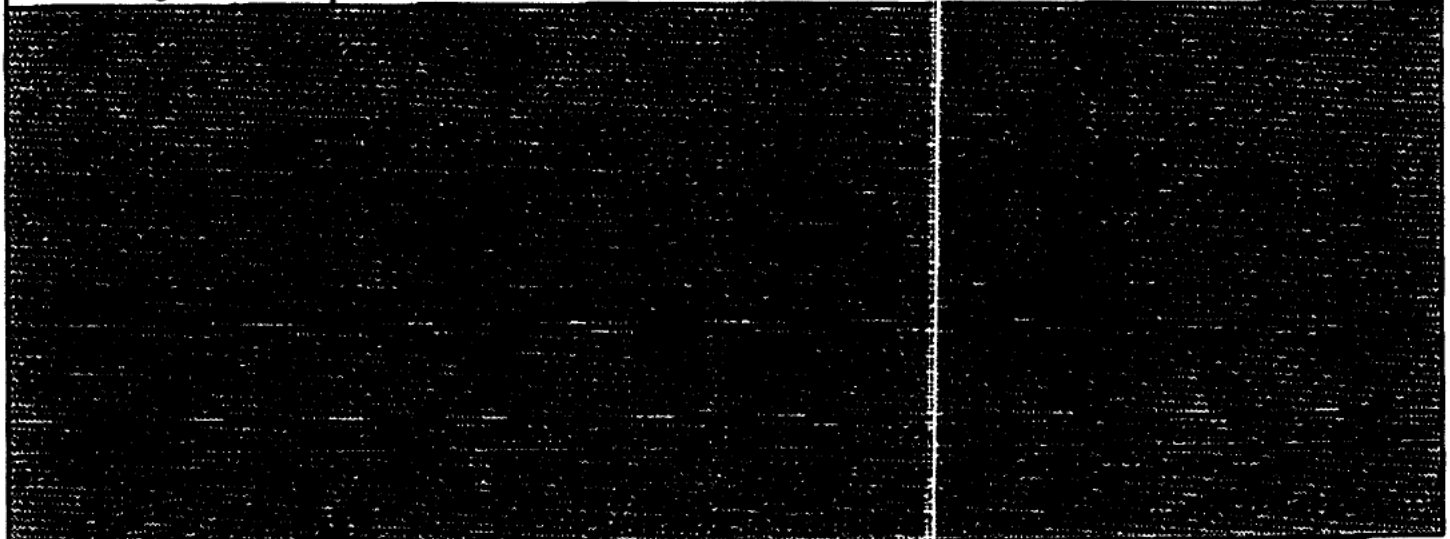
Trooper [REDACTED] of the Ashtabula post, U-1376 has been released from military duty. His separation date from the United States Air Force is May 17, 2003. Trooper [REDACTED] has advised that he will be returning to active duty with the Ohio State Highway Patrol on April 20, 2003. He was activated for military duty on November 8, 2001. Trooper [REDACTED] graduated from the Ohio State Highway Patrol Academy on March 9, 2001. Therefore, he never attended an in-service school. I have attached a copy of his certificate of release or discharge from active duty.

Submitted for your information and review.

Bonarreturntoduty

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle initial) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE - USAFR		3. SOCIAL SECURITY NUMBER [REDACTED]	
4. GRADE [REDACTED]		5. DATE OF BIRTH (YYYYMMDD) [REDACTED]		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20040912	
7a. PLACE OF ENTRY INTO ACTIVE DUTY GENEVA OH		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) [REDACTED]			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 910 SECURITY FORCES SQ (AMC)			b. STATION WHERE SEPARATED YOUNGSTOWN ARS OH		
9. COMMAND TO WHICH TRANSFERRED USAFR				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$250,000	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3P071, SECURITY FORCES JOURNEYMAN, 1 YEAR 6 MONTHS		12. RECORD OF SERVICE		YEAR(s)	MONTH(s)
		a. DATE ENTERED AD THIS PERIOD			
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
		g. SEA SERVICE			
h. EFFECTIVE DATE OF PAY GRADE					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Small Arms Expert Marksmanship Ribbon with device, National Defense Service Medal with 1 device, Armed Forces Reserve Medal w/M, Marine Corps SEE REMARKS		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NONE			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM				YES	<input checked="" type="checkbox"/> NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT				<input checked="" type="checkbox"/> YES	NO
16. DAYS ACCRUED LEAVE PAID - 0 -		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	<input checked="" type="checkbox"/> NO



PERSONNEL ACTION
STATE OF OHIO

AGENCY DIVISION OR INSTITUTION UNIT OR OFFICE
 FROM: PUBLIC SAFETY 290404 District 4 Post 4
 TO: PUBLIC SAFETY 290478 District 4 Post 78

NAME LAST	FIRST	MI	SEX	DATE OF BIRTH			NO. OF YRS	EDUCATION	
				MO	DAY	YR		DEGREE	MAJOR
FROM: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]						
TO:			M	[REDACTED]	[REDACTED]	12			

ADDRESS FROM:	STREET	CITY	STATE	ZIP CODE	COUNTY
TO:					

EFFECTIVE DATE	PAYROLL NUMBER FROM:	POSITION CONTROL NO.	BARG UNIT	FLAG	SOCIAL SECURITY NUMBER	H.Q. COUNTY
MO 04 DAY 02 YR 06	760-002	3686.0	01	9	[REDACTED]	Asht
TO:						Trum

CLASS TITLE	CLASS NO.	RANGE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
FROM: Trooper	26711	11	4	22.54				22.54	C
TO:									

APPOINTMENT	CHANGE	SEPARATION	INTERRUPTION
0 EMERGENCY ENDS 1 FULL TIME PERMANENT 2 FULL TIME TEMPORARY ENDS 3 FULL TIME SEASONAL ENDS 4 PART TIME PERMANENT 5 PART TIME TEMPORARY ENDS 6 PART TIME SEASONAL ENDS 7 INTERMITTENT 8 FIXED TERM SALARIED ENDS 9 FIXED TERM PER DIEM 10 APPT. DATE CORRECTED 11 FULL TIME INTERIM INTERNAL 12 FULL TIME INTERIM EXTERNAL 13 PART TIME INTERIM INTERNAL 14 PART TIME INTERIM EXTERNAL 16 UNIT 11, 12 FULL TIME INTERIM 17 ESTABLISHED TERM REGULAR 18 ESTABLISHED TERM IRREGULAR 20 FULL TIME DISASTER RELIEF 21 PART TIME DISASTER RELIEF	1 PROMOTION 2 DEMOTION 3 LATERAL CLASS CHANGE 4 TRANSFER WITHIN AGENCY 5 TRANSFER BETWEEN AGENCIES 6 CIVIL SERVICE STATUS 7 NAME 8 APPOINT. CHANGE TO 9 DISPLACEMENT 10 RATE 11 REASSIGNMENT 12 POSITION CHANGED 19 TEMPORARY WORK LEVEL ENDS CLASS RATE STEP 20 TEMP REASSIGN BY APPEAL DECISION 22 CANCEL INTERIM 23 SERVICE CHANGE 26 SSN CORRECTION 27 GRIEVANCE ADJUSTMENT X 30 H.Q. COUNTY CHANGE OTHER - SEE REMARKS	1 RESIGNED - REGULAR WRITTEN ORAL 2 RETIRED 3 DISABILITY RETIREMENT 4 DECEASED 5 REMOVED 6 PROBATIONARY REMOVAL 7 LAID OFF 8 UNCLASSIFIED TERMINATION 9 OTHER (SEE REMARKS) 10 CANCEL APPOINTMENT 12 DISABILITY SEPARATION REINSTATED BY 13 INTERIM SEPARATION 15 RESIGNED - NOT IN GOOD STANDING 16 RESIGNED - NOT RECOMMENDED FOR REHIRE	1 MILITARY LEAVE ENDS 2 PERS. LEAVE ENDS 3 SUSPENSION ENDS 6 SEASONAL ENDS 7 EDUC. LEAVE ENDS 11 UNION LEAVE ENDS 12 END A17 13 END A18 14 LEAVE REDUCTION 16 PENALTY FINE 18 WORKING SUSPENSION
			REINSTATEMENT
			1 FROM SEPARATION 2 FROM INTERRUPTION 3 BY PERSONNEL BD. REVIEW 4 BY COURT ORDER 5 SEPARATION RESCINDED 7 BY GRIEVANCE 8 BY ARBITRATION AWARD 9 REEMPLOY. FROM LAYOFF APPT. TYPE 10 RECALL FROM LAYOFF APPT. TYPE

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	BUDGETED HOURS	TIME STAMP
03-09-01		09-13-00	2080	

REMARKS
 HIGHWAY PATROL TROOPER, TRANSFER FROM DISTRICT 04, POST 04/ ASHTABULA TO DISTRICT 04, POST 78/ WARREN

A. P. Mc... 4/12/06 SUPT. *JCS*

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED		APPROVED	CERTIFICATION
X	<i>[Signature]</i> 4/12/06	DISAPPROVED	
X	SIGNATURE OF RELEASING AUTHORITY	<i>[Signature]</i> 4/12/06	SIGNATURE OF APPROVER
	DATE		DATE

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
TO:				

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
FROM: LAST FIRST MI	MO DAY YR	STATUS	DEGREE MAJOR
TO: M			12

ADDRESS	STREET	CITY	STATE	ZIP
FROM:				
TO:				

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY	
FROM: 05 28 08	290478	3686.0	A01	01	9	PERM	FULL	Trum	
TO:									
FROM: Trooper	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
	26711	11	5	25.19	.52			25.71	C
TO:									

NATIONAL ID: _____ EMPLOYEE ID: _____

HIR	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appt. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RTT Reassign 3 rd Party DTA-TWL Temp Work Level Job Code _____ Rate _____ Ends _____ Step _____ DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular Written _____ Oral _____ TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. Reinstale By: _____ TWP-DSI Disability Sep with Insur. Reinstale By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	<input checked="" type="checkbox"/> PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military JUN 30 PM 2:43

DATE OF LAST PROMOTION 03-09-01	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE 09-13-00	STANDARD HOURS 2080
REMARKS: HIGHWAY PATROL TROOPER, MILITARY LEAVE PER ATTACHED ORDERS. (ASSIGNED TO DISTRICT 04, POST 78/ WARREN)			
Employee Class: HPRS		Benefit Program: PUP	
Officer Code: None		Account Information:	

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVED	DISAPPROVED	Certification
<i>Henry Guzman</i>		
SIGNATURE	DATE 06/19/08	
		<i>Hugh Paul Cox</i>
SIGNATURE OF RELEASING AUTHORITY	DATE	SIGNATURE OF APPROVER
		DATE 7/7/08

From: Amanda Tigner
To: Colleen Peterson
Date: 5/27/2008 9:04 AM
Subject: Re: Military date

Good Morning, Colleen:

██████ used his last 8 hours of military leave on 5/13/08.

Amanda Tigner
Fiscal/Payroll
614-752-7854 - phone
614-466-6549 - fax

>>> Colleen Peterson 5/27/2008 8:57 AM >>>
Good morning,

Can you advise the first day after Trooper ████████ exhausted his 176 military hours. I will need to do a PA.

thank you!
Colleen

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR						BY ORDER OF THE SECRETARY OF THE AIR FORCE											
PRIVACY ACT STATEMENT																	
<p>AUTHORITY: 10 USC 8013; Executive Order 9397.</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>																	
1. NAME (Last, First, MI)		2. GRADE		3. SSN		4. SECURITY CLEARANCE											
5. PRESENT STREET ADDRESS		6. CITY		7. STATE													
9. UNIT OF ASSIGNMENT		10. LOCATION				11. PAS CODE											
910 SECURITY FORCES SQ FFYI		YOUNGSTOWN ARS APT, OH 444735900															
12. Mbr is ordered to ANNUAL TRAINING				for 14 * days plus auth tvl time.		TRACKING #: 1992035											
13. WILL REPORT TO (Unit and location)			14. REPORTING DATA		15. RELEASE DATE (YYYYMMDD)												
910 SECURITY FORCES SQ FFYNH0, YOUNGSTOWN ARS APT, OH			(Hour) (YYYYMMDD)		20080516												
			0730 20080503														
			16. CORPORATE LIMITS		17. COMMUTING AREA		18. BAS CODE S										
							<input checked="" type="checkbox"/>										
<p>19. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc.) to the AFO.)</p> <p>SEE NEXT PAGE FOR REMARKS.</p>																	
CONTINUED ON NEXT PAGE																	
20. TNG-CAT-#ID		21. TOUR-IND		22. MEAN CODE		23. MAN-DAY ID											
ESTIMATED COST		24. TRAVEL		25. PER DIEM		26. OTHER											
\$0.00		\$0.00		\$10.00		\$0.00											
28. PAY AND ALLOWANCE				TRAVEL AND PER DIEM													
5783700 508 6272 P721.02 380100 L60102				5783700 508 6240 3A43J0 72115 54343F 667100 FA													
29. FUNDS CERTIFYING OFFICIAL		30. APPROVING OFFICIAL (Typed name, grade, DSN)		31. SIGNATURE		32. DATE											
		RONALD MINES, CIV, 123-1234		"ELECTRONICALLY APPROVED"		20080501											
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.)				TDN: FOR THE COMMANDER													
HQ 910 AIRLIFT WING (AFRC)				37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL													
YOUNGSTOWN ARS VIENNA, OH 44473-5905				ERNEST A TALERICO, GS12													
				"ELECTRONICALLY APPROVED"													
34. RESERVE ORDER NO.		35. DATE		36. DISTRIBUTION													
D-07010		20080501															
38. STATEMENT OF TOUR OF DUTY																	
LOCATION		HOUR (mi)		DAY		MONTH		LOCATION		HOUR (mi)		DAY		MONTH		MODE OF TRAVEL	
a. DEPART								b. ARRIVE									
c. DEPART								d. ARRIVE									
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.								CERTIFICATION									
								42. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____									
40. MEMBER'S SIGNATURE								41. DATE		43. CERTIFYING OFFICIAL'S PRINTED NAME				44. DSN			
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.								45. CERTIFYING OFFICIAL'S SIGNATURE				46. DATE					
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.								48. TIMEKEEPER SIGNATURE				49. FMO INITIALS					



OFFICIAL


AROWS-R
D-07010
1992035
2008/05/01

██████████ TSGT ██████████ T91LFYNH

ANNUAL TRAINING

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

- a. PAY AND ALLOWANCE ESP CODE: N/A.
- b. FCA: F5Q05H01.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. FOR THIS ORDER, MEMBER WILL DEPART FROM VIENNA, OH AND RETURN TO VIENNA, OH.
- e. MEMBERS DUTY STATUS IS 73.
- f. PERSTEMPO CODE, IS H, Mission Support (within 100 miles) , PERSTEMPO LOCATION IS OHIO.
- g. YOU WILL BE IN A DRILL STATUS FROM 20080501 THRU 20080502 IN CONJUNCTION WITH THIS PERIOD OF DUTY. IN A DRILL STATUS, NO PER DIEM OR TRAVEL REIMBURSEMENT IS AUTHORIZED. ELAPSED TIME MUST BE REFLECTED ON YOUR DD-1351-2 (JFTR U7150.C).
- h. TRAVELER LIVES WITHIN COMMUTING AREA OF REPORTING LOCATION, 910 SECURITY FORCES SQ FFYNH0.
- i. TRAVEL BY POC TO THE FOLLOWING SITES HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVERNMENT:
TRAVEL BY AUTOMOBILE FOR 910 SECURITY FORCES SQ FFYNH0 (20080503) AND
TRAVEL BY AUTOMOBILE FOR HOME (20080516)
- j. RENTAL CAR IS NOT AUTHORIZED AT
910 SECURITY FORCES SQ FFYNH0 (20080503 THRU 20080516).
- k. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- l. IN ACCORDANCE WITH PUBLIC LAW 105-264, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 'E' OF THE TRAVEL TRANSPORTATION REFORM ACT (TTRA).
- m. DID YOU DRIVE YOUR POV? _____ LIMITED TO ONE ROUND TRIP. POV TYPE ___ AUTO ___ MOTORCYCLE.
TOTAL MILES _____ SIGN AND DATE _____.
- n. SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR						BY ORDER OF THE SECRETARY OF THE AIR FORCE				
PRIVACY ACT STATEMENT										
<p>AUTHORITY: 10 USC 8013; Executive Order 9397.</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>										
1. NAME (Last, First, MI)		2. GRADE		3. SSN		4. SECURITY CLEARANCE				
5. PRESENT STREET ADDRESS		6. CITY		7. STATE						
9. UNIT OF ASSIGNMENT		10. LOCATION				11. PAS CODE				
910 SECURITY FORCES SQ FFYH		YOUNGSTOWN ARS APT, OH 444735900				T9JLFFYNH				
12. Mbr is ordered to ACTIVATION (MOBILIZATION)				for 303 * days plus auth tvl time.		TRACKING #: 1938862				
13. WILL REPORT TO (Unit and location)				14. REPORTING DATA		15. RELEASE DATE (YYYYMMDD)				
910 SECURITY FORCES SQ FFYH0, YOUNGSTOWN ARS APT, OH				(Hour) (YYYYMMDD) 0730 20080602		20090331				
16. CORPORATE LIMITS				17. COMMUTING AREA		18. BAS CODE \$				
						✓				
<p>19. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc.) to the AFO.)</p> <p>SEE NEXT PAGE FOR REMARKS.</p>										
CONTINUED ON NEXT PAGE										
20. TNG-CAT-IND		21. TOUR-IND		22. MEAN CODE		23. MAN-DAY ID				
ESTIMATED COST		24. TRAVEL		25. PER DIEM		26. OTHER				
		\$0.00		\$10.00		\$0.00				
28. PAY AND ALLOWANCE				TRAVEL AND PER DIEM						
5783500 3:28 531 525725 3603RE				5783400 308 65V7 33F110 41896F 02 409 667100 ZA						
5793500 3:29 531 525725 3603RE				5793400 309 65V7 33F110 41896F 02 409 667100 ZA						
29. FUNDS CERTIFYING OFFICIAL		30. APPROVING OFFICIAL (Typed name, grade, DSN)		31. SIGNATURE		32. DATE				
		DENNIS J YOHO, YA02, 330 609-1002		"ELECTRONICALLY APPROVED"		20080331				
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.)				TDN: FOR THE COMMANDER						
HQ 910 AIRLIFT WING (AFRC)				37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL						
YOUNGSTOWN ARS VIENNA, OH 44473-5905				BARBARA J URBAN, GS07						
				"ELECTRONICALLY APPROVED"						
34. RESERVE ORDER NO.		35. DATE		36. DISTRIBUTION						
A-00010		20080408								
38. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a.					b.					
DEPART					ARRIVE					
c.					d.					
DEPART					ARRIVE					
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.						CERTIFICATION				
40. MEMBER'S SIGNATURE						42. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
						43. CERTIFYING OFFICIAL'S PRINTED NAME		44. DSN		
41. DATE						45. CERTIFYING OFFICIAL'S SIGNATURE		46. DATE		
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						48. TIMEKEEPER SIGNATURE		49. FMO INITIALS		

OFFICIAL

AROWS-R
A-00010
1938862
2008/04/08

██████████ / TSGT ██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

- a. PAY AND ALLOWANCE ESP CODE: ZA.
- b. FCA: F5Q05H06.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. BY DIRECTION OF THE PRESIDENT, YOU ARE ORDERED TO ACTIVE DUTY IN ACCORDANCE WITH TITLE 10 USC 12302 INVOLUNTARY PARTIAL MOBILIZATION PER EXECUTIVE ORDER 13223F "OPERATION IRAQI FREEDOM" BASED ON INSTRUCTIONS FROM HIGHER HEADQUARTERS FROM 20080602 TO 20090331. MEMBER WAS NOTIFIED OF ACTIVATION ON 20080327. Failure to report within the time constraints of these orders will constitute the member being reported in an Unauthorized Absence status as outlined in AFI 36-2911 (Desertion and Unauthorized Absence). This violation is a punishable offense under the UCMJ.
- e. REPORT TO MPF/DPMUO PRIOR TO DEPARTURE.
- f. FOR THIS ORDER, MEMBER WILL DEPART FROM VIENNA, OH AND RETURN TO VIENNA, OH.
- g. THE PERIOD OF DUTY UNDER THESE ORDERS IS EXEMPT FROM THE 5 YEAR LIMIT AS PROVIDED IN 38 U.S.C. 4312(C)(4)(B).
- h. MEMBERS DUTY STATUS IS 62.
- i. PERSTEMPO CODE, IS J, Contingency at Home Station. PERSTEMPO LOCATION IS OHIO.
- j. TRAVELER LIVES WITHIN COMMUTING AREA OF REPORTING LOCATION, 910 SECURITY FORCES SQ FFYNH0.
- k. TRAVEL BY POC TO THE FOLLOWING SITES HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVERNMENT:
TRAVEL BY AUTOMOBILE FOR 910 SECURITY FORCES SQ FFYNH0 (20080602) AND
TRAVEL BY AUTOMOBILE FOR HOME (20090331)
- l. RENTAL CAR IS NOT AUTHORIZED AT
910 SECURITY FORCES SQ FFYNH0 (20080602 THRU 20090331).
- m. SPECIAL STORAGE OF HHGS IN THE VICINITY OF THE HOR/PLEAD MAY BE AUTHORIZED IAW JFTR, PARA U4770. AUTHORIZING/APPROVING AUTHORITIES SHOULD EXERCISE THIS AUTHORITY AFTER COORDINATION WITH THE WING COMMANDER. PER DIEM WILL BE PAID IN ACCORDANCE WITH THE JFTR.
- n. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- o. IN ACCORDANCE WITH PUBLIC LAW 105-264, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 'E' OF THE TRAVEL TRANSPORTATION REFORM ACT (TTRA).
- p. CMAS AUTHORIZATION #: 0.
- q. DID YOU DRIVE YOUR POV? LIMITED TO ONE ROUND TRIP. POV TYPE AUTO MOTORCYCLE.
TOTAL MILES . SIGN AND DATE .
- r. PERSONNEL ON FLYING STATUS ARE AUTHORIZED TO TAKE PART IN FLYING ACTIVITIES DURING THE PERIOD OF ACTIVE DUTY COVERED BY THIS ORDER. PURSUANT TO AFI 32-6001,

CONTINUED ON NEXT PAGE

OFFICIAL

AROWS-R
A-00010
1938862
2008/04/08

██████████/TSGT ██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

HOUSING HANDBOOK, 1 JUN 96, YOU WILL REPORT TO THE BASE HOUSING REFERRAL OFFICE SERVING YOUR DUTY STATION BEFORE ENTERING INTO ANY LEASE OR PURCHASE AGREEMENT FOR OFF-BASE HOUSING.

s. IF THE MOBILIZED MEMBER IS A FEDERAL EMPLOYEE, THE FOLLOWING REMARK WILL BE INCLUDED ON THE SF-52, REQUEST FOR PERSONNEL ACTION (RPA): THIS PERIOD OF ACTIVE DUTY IS EXEMPT FROM THE 5-YEAR CUMULATIVE LIMIT, LAW 38 U.S.C. CHAPTER 43, SECTION 4312(c)(4)(A). RECOMMEND ALL MEMBERS GIVE A COPY OF THIS ORDER TO THEIR EMPLOYER, PREFERABLY BEFORE THE EFFECTIVE DATE.

l. THIS ORDER CONTAINS INFORMATION PROTECTED UNDER THE PRIVACY ACT OF 1974. ANY GROUP ORDER PROVIDED TO THE MEMBER MUST BE SANITIZED TO LIST ONLY THE LAST FOUR OF THE SSAN AND DELETE THE HOME ADDRESS FOR EACH OTHER PERSON ON THE ORDER. THIS ACTIVE DUTY ORDER DOES NOT CONSTITUTE AUTHORITY TO DEPLOY FROM THE MOBILIZED LOCATION. IF FURTHER DEPLOYMENT IS AUTHORIZED AFTER REPORTING TO THE COMMANDER OF ASSIGNED UNIT, A CONTINGENCY, EXERCISE DEPLOYMENT (CED) ORDER MUST BE PUBLISHED AND FURNISHED THE MEMBER PRIOR TO DEPARTURE. CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR CHECK ON LINE AT (WWW.ESGR.ORG) IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS.

u. IAW NDAA 06, SECTION 594, MEMBERS WHO INCUR A CONTINUOUS PERIOD OF ACTIVE DUTY SERVICE OF 180 DAYS OR MORE ARE REQUIRED TO CONTACT THE LOCAL FAMILY SUPPORT CENTER TO RECEIVE A TRANSITION ASSISTANCE BRIEFING USING DD FORM 2648-1, PRESEPARATION COUNSELING CHECKLIST FOR RESERVE COMPONENT SERVICE MEMBERS RELEASED FROM ACTIVE DUTY. THIS ACTION MUST BE ACCOMPLISHED PRIOR TO MEMBER COMPLETING THEIR ACTIVE DUTY ORDER.

v. TRICARE EARLY (CONTINGENCY ORDERS ONLY):
IAW FY 04 NDAA, A MEMBER OF THE RESERVE COMPONENT WHO IS ISSUED A DELAYED-EFFECTIVE-DATE-ACTIVE-DUTY ORDER (WRITTEN OR VERBAL), OR IS COVERED BY SUCH AN ORDER, THAT IS, FOR A PERIOD OF ACTIVE DUTY OF MORE THAN 30 DAYS, IN SUPPORT OF A CONTINGENCY OPERATION, AS DEFINED IN 10 U.S.C., 101(a)(13)(B), SHALL BE ELIGIBLE, ALONG WITH ELIGIBLE FAMILY MEMBERS, FOR TRICARE, ON EITHER THE DATE OF NOTIFICATION OF SUCH ORDER, OR NO MORE THAN 90 DAYS PRIOR TO THE EFFECTIVE DATE OF ACTIVE DUTY PRESCRIBED IN THE ORDER, WHICHEVER IS LATER. TRICARE DENTAL BENEFITS WITH UNITED CONCORDIA ARE DISCONTINUED FOR THE RESERVE MEMBER ONLY UNDER THIS BENEFIT. MEMBER MUST SEEK DENTAL CARE VIA THE ACTIVE DUTY MEDICAL TREATMENT FACILITY (MTF) OR OBTAIN AUTHORIZED DENTAL CARE VIA THE MILITARY MEDICAL SUPPORT OFFICE (888-647-6676) IF NOT COLLOCATED WITH AN MTF (GENERALLY NOT WITHIN 50 MILES OF ANY MTF OF WHERE YOU WORK OR LIVE).

w. SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

x. TRICARE RESERVE SELECT (TRS) ELECTION (CONTINGENCY ORDERS ONLY):
ELECT OR DECLINE TRS: 90 DAYS AFTER THE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER, THE MEMBER MUST ELECT OR DECLINE TRS ON THE DMDC WEBSITE (<https://www.dmdc.osd.mil/appi/tsa/index.jsp>). ELECTION OF TRS BENEFITS CONSISTS OF ELIGIBILITY VERIFICATION WITH ARPC AND ENROLLMENT WITH THE REGIONAL TRICARE CONTRACTOR. ELIGIBILITY: IF MEMBER ELECTS TRS, HE/SHE MUST VERIFY THEIR ELIGIBILITY BY COMPLETING THE DD FORM 2895 FROM THE DMDC WEBSITE (<https://www.dmdc.osd.mil/appi/tsa/index.jsp>). AND CONTACTING THE ARPC CONTACT CENTER (1-800-525-0102) TO FILE THEIR DD FORM 2895 NO LATER THAN 90 DAYS AFTER THE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER. FAILURE TO MEET THIS SUSPENSE DATE WILL RESULT IN FORFEITURE OF TRS BENEFITS. ENROLLMENT: TRS ENROLLMENT MUST BE COMPLETED WITHIN 150 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR WITH THE TRICARE REGIONAL CONTRACTOR WHICH CONSIST OF SENDING THE ENROLLMENT FORM AND YOUR FIRST MONTH TRS PREMIUM. FAILURE TO MEET THIS SUSPENSE DATE WILL RESULT IN FORFEITURE OF TRS BENEFITS. TRS BENEFITS BECOMES EFFECTIVE THE DAY AFTER TAMP ENDS OR 181 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR.
ADDITIONAL INFORMATION: MORE INFORMATION CAN BE OBTAINED BY GOING TO (<https://www.tricare.osd.mil/reserve/reserveselect>) OR CONTACTING THE ARPC CONTACT

CONTINUED ON NEXT PAGE

OFFICIAL

AROWS-R
A-00010
1938862
2008/04/08

██████████/TSGT/██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

CENTER AT (1-800-525-0102).

y. MEMBER WILL REPORT TO YARS FOR FURTHER TDY TO CAMP GRUBER, OK FOR PRE-DEPLOYMENT TRAINING AND FURTHER TDY TO SWA.

cep
09/27/08

416

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
	TO:			

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
FROM: [REDACTED]	MO DAY YR	YEARS	DEGREE MAJOR
TO: [REDACTED]	M [REDACTED]	12	

ADDRESS	CITY	STATE	ZIP CODE	COUNTY
FROM: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TO: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
05 14 08	DPS290478	20056786	A01	01	9	PERM	FULL	Trum
FROM: Trooper	JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	TOTAL
		26711	11	5	25.19	.52		25.71
TO:								

NATIONAL ID: _____ EMPLOYEE ID: [REDACTED]

HIR	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy <i>Layoff Appt. Type</i> REH-RCL Recall Layoff <i>Appt. Type</i> REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change <i>To: _____</i> DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level <i>JobCode _____ Rate _____</i> <i>Ends _____ Step _____</i> DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular <i>_____ Written</i> <i>_____ Oral</i> TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. <i>Reinstate By: _____</i> TWP-DSI Disability Sep with Insur. <i>Reinstate By: _____</i> TER-IMS Interim Separation TER-NGS Resigned <i>Not in Good Standing</i> TER-NRR Resigned <i>Not Recommended for Rehire</i> TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military RECEIVED STATE SERVICES MAY 30 AM 11:38

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS
03-09-01		09-13-00	2080
REMARKS HIGHWAY PATROL TROOPER, MILITARY LEAVE, PER ATTACHED ORDERS, (176 HOURS EXHAUSTED EFFECTIVE 05-14-2008), ASSIGNED TO DISTRICT 04, POST 78/ WARREN			
Employee Class: HPRS		Benefit Program: PUP	
Account Information: _____		Officer Code: None	

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVED _____ DISAPPROVED _____ Certification _____

Henry Gozman Law DIRECTOR SIGNATURE DATE 05/25/08

High Equil Co SIGNATURE OF APPROVER DATE 6-4-08

LEAVE REQUEST (MILITARY)

MAY 20 2008

Employee Name: TER [REDACTED]

Agency Name: OHIO STATE HIGHWAY PATROL

I request Military Leave beginning 02 JUNE 2008 and ending 31 MAR 2009 (projected).
(Date) (Date)

I am allowed to use my other available leave balances (except sick leave) immediately after I have exhausted my 176 hours of military leave that is provided during each calendar year. Requested hours may not exceed my current leave balance. If the 'Hours Requested' areas are blank, I am requesting 0 hours. If the 'Order of Usage' is blank, I will allow my agency to determine the order.

Leave Type	Hours Requested	Order of Usage (1 st - 2 nd - 3 rd)
Compensatory Time		
Personal		
Vacation		

Once my available Military Leave has been exhausted and I have used the other available leave time I have chosen to use, I hereby authorize my agency to place me in "Military Leave of Absence without Pay" status.

Continuation of Health Insurance (please initial one)

I do desire to retain my health insurance during this period.

I do not desire to retain my health insurance or I currently have no insurance.

I have attached a copy of my military orders or a copy of a letter from my military commander for the above listed dates. I have read the union contract and/or Sections 5903, 5923.05, ORC, 123:1-34-04-05, OAC.

X [Signature] (Employee Signature) 19 MAY 2008 (Date)

Agency Contact OSAP WARREN Phone number (330) 898-2311

You have full reinstatement rights after release from active duty **if** you submit a written request for reinstatement within 90 days from completion of service.

****PLEASE PROVIDE EMPLOYEE WITH COPY OF SIGNED FORM****

From: Amanda Tigner
To: Colleen Peterson
Date: 5/27/2008 9:04 AM
Subject: Re: Military date

Good Morning, Colleen:

██████ used his last 8 hours of military leave on 5/13/08.

Amanda Tigner
Fiscal/Payroll
614-752-7854 - phone
614-466-6549 - fax

>>> Colleen Peterson 5/27/2008 8:57 AM >>>
Good morning,

Can you advise the first day after Trooper ██████████ exhausted his 176 military hours. I will need to do a PA.

thank you!
Colleen

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR

BY ORDER OF THE SECRETARY OF THE AIR FORCE

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; Executive Order 9397.

PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.

ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.

DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.

1. NAME (Last, First, MI) [REDACTED]		2. GRADE TSGT	3. SSN [REDACTED]	4. SECURITY CLEARANCE
5. PRESENT STREET ADDRESS [REDACTED]		6. CITY [REDACTED]		7. STATE [REDACTED]
9. UNIT OF ASSIGNMENT 910 SECURITY FORCES SQ FFYH	10. LOCATION YOUNGSTOWN ARS APT, OH 444735900			11. PAS CODE T91LFYNH
12. Mbr is ordered to ANNUAL TRAINING for 14 * days plus auth tvl time.				TRACKING #: 1992035
13. WILL REPORT TO (Unit and location) 910 SECURITY FORCES SQ FFYNH0, YOUNGSTOWN ARS APT, OH		14. REPORTING DATA (Hour) (YYYYMMDD) 0730 20080503		15. RELEASE DATE (YYYYMMDD) 20080516
16. CORPORATE LIMITS		17. COMMUTING AREA		<input checked="" type="checkbox"/> 18. BAS CODE S
19. REMARKS AUTH: AFMAN 36-5001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc.) to the AFO.) SEE NEXT PAGE FOR REMARKS.				

CONTINUED ON NEXT PAGE

20. TNG-CAT-IND	21. TOUR-IND	22. MEAN CODE	23. MAN-DAY ID
ESTIMATED COST		24. TRAVEL \$0.00	25. PER DIEM \$10.00
		26. OTHER \$0.00	27. TOTAL \$10.00
28. PAY AND ALLOWANCE 5783700 508 6272 P721.02 380100 L60102		TRAVEL AND PER DIEM 5783700 508 6240 3A43J0 721 15 54343F 667100 FA	

29. FUNDS CERTIFYING OFFICIAL	30. APPROVING OFFICIAL (Typed name, grade, DSN) RONALD MINES, CIV, 123-1234	31. SIGNATURE "ELECTRONICALLY APPROVED"	32. DATE 20080501
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.) HQ 910 AIRLIFT WING (AFRC) YOUNGSTOWN ARS VIENNA, OH 44473-5905		TDN: FOR THE COMMANDER	
34. RESERVE ORDER NO. D-07010		35. DATE 20080501	
36. DISTRIBUTION		37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL ERNEST A TALERICO, GS12 "ELECTRONICALLY APPROVED"	



38. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a.					b.					
DEPART					ARRIVE					
c.					d.					
DEPART					ARRIVE					

39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.				CERTIFICATION			
40. MEMBER'S SIGNATURE				41. DATE		42. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____	
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.				48. TIMEKEEPER SIGNATURE		43. CERTIFYING OFFICIAL'S PRINTED NAME	
44. DSN				45. CERTIFYING OFFICIAL'S SIGNATURE		46. DATE	
49. FMO INITIALS							

OFFICIAL

AROWS-R
D-07010
1992035
2008/05/01

██████████ TSGT ██████████ T91LFYNH

ANNUAL TRAINING

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

- a. PAY AND ALLOWANCE ESP CODE: N/A.
- b. FCA: F5Q05H01.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. FOR THIS ORDER, MEMBER WILL DEPART FROM VIENNA, OH AND RETURN TO VIENNA, OH.
- e. MEMBERS DUTY STATUS IS 73.
- f. PERSTEMPO CODE, IS H, Mission Support (within 100 miles) . PERSTEMPO LOCATION IS OHIO.
- g. YOU WILL BE IN A DRILL STATUS FROM 20080501 THRU 20080502 IN CONJUNCTION WITH THIS PERIOD OF DUTY. IN A DRILL STATUS, NO PER DIEM OR TRAVEL REIMBURSEMENT IS AUTHORIZED. ELAPSED TIME MUST BE REFLECTED ON YOUR DD-1351-2 (JFTR U7150.C).
- h. TRAVELER LIVES WITHIN COMMUTING AREA OF REPORTING LOCATION, 910 SECURITY FORCES SQ FFYNH0.
- i. TRAVEL BY POC TO THE FOLLOWING SITES HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVERNMENT:
TRAVEL BY AUTOMOBILE FOR 910 SECURITY FORCES SQ FFYNH0 (20080503) AND
TRAVEL BY AUTOMOBILE FOR HOME (20080516)
- j. RENTAL CAR IS NOT AUTHORIZED AT
910 SECURITY FORCES SQ FFYNH0 (20080503 THRU 20080516).
- k. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- l. IN ACCORDANCE WITH PUBLIC LAW 105-264, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 'E' OF THE TRAVEL TRANSPORTATION REFORM ACT (TTRA).
- m. DID YOU DRIVE YOUR POV? ___ LIMITED TO ONE ROUND TRIP. POV TYPE ___ AUTO ___ MOTORCYCLE.
TOTAL MILES _____, SIGN AND DATE _____.
- n. SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR						BY ORDER OF THE SECRETARY OF THE AIR FORCE				
PRIVACY ACT STATEMENT										
<p>AUTHORITY: 10 USC 8013; Executive Order 9397.</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>										
1. NAME (Last, First, MI)			2. GRADE		3. SSN		4. SECURITY CLEARANCE			
5. PRESENT STREET ADDRESS			6. CITY			7. STATE				
9. UNIT OF ASSIGNMENT		10. LOCATION					11. PAS CODE			
910 SECURITY FORCES SQ FFYH		YOUNGSTOWN ARS APT, OH 444735900					T91LFYNH			
12. Mbr is ordered to ACTIVATION (MOBILIZATION)						for 303 * days plus auth tvl time.		TRACKING #: 1938862		
13. WILL REPORT TO (Unit and location)				14. REPORTING DATA			15. RELEASE DATE (YYYYMMDD)			
910 SECURITY FORCES SQ FFYNH0, YOUNGSTOWN ARS APT, OH				(Hour) (YYYYMMDD)			20090331			
				16. CORPORATE LIMITS		17. COMMUTING AREA		18. BAS CODE S		
<p>19. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc.) to the AFO.)</p> <p>SEE NEXT PAGE FOR REMARKS.</p>										
CONTINUED ON NEXT PAGE										
20. TNG-CAT-IND		21. TOUR-IND			22. MEAN CODE		23. MAN-DAY ID			
ESTIMATED COST		24. TRAVEL		25. PER DIEM		26. OTHER		27. TOTAL		
		\$0.00		\$10.00		\$0.00		\$10.00		
28. PAY AND ALLOWANCE					TRAVEL AND PER DIEM					
5783500 328 531 525725 3603RE					5783400 308 65V7 33F110 41896F 02 409 667100 ZA					
5793500 329 531 525725 3603RE					5793400 309 65V7 33F110 41896F 02 409 667100 ZA					
29. FUNDS CERTIFYING OFFICIAL		30. APPROVING OFFICIAL (Typed name, grade, DSN)			31. SIGNATURE			32. DATE		
		DENNIS J YOHO, YA02, 330 609-1002			"ELECTRONICALLY APPROVED"			20080331		
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.)					37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL					
HQ 910 AIRLIFT WING (AFRC)					BARBARA J URBAN, GS07					
YOUNGSTOWN ARS VIENNA, OH 44473-5905					"ELECTRONICALLY APPROVED"					
34. RESERVE ORDER NO.		35. DATE		36. DISTRIBUTION						
A-00010		20080408								
38. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a.					b.					
DEPART					ARRIVE					
c.					d.					
DEPART					ARRIVE					
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.					CERTIFICATION					
40. MEMBER'S SIGNATURE					41. DATE		42. Member reported for duty at hours on and was released from duty at hours on			
							43. CERTIFYING OFFICIAL'S PRINTED NAME			
							44. DSN			
45. CERTIFYING OFFICIAL'S SIGNATURE					46. DATE		47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.			
							48. TIMEKEEPER SIGNATURE			
							49. FMO INITIALS			



OFFICIAL

AROWS-R
A-00010
1938862
2008/04/08

██████████ /TSGT ██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

- a. PAY AND ALLOWANCE ESP CODE: ZA.
- b. FCA: F5Q05H06.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. BY DIRECTION OF THE PRESIDENT, YOU ARE ORDERED TO ACTIVE DUTY IN ACCORDANCE WITH TITLE 10 USC 12302 INVOLUNTARY PARTIAL MOBILIZATION PER EXECUTIVE ORDER 13223F "OPERATION IRAQI FREEDOM" BASED ON INSTRUCTIONS FROM HIGHER HEADQUARTERS FROM 20080602 TO 20090331. MEMBER WAS NOTIFIED OF ACTIVATION ON 20080327. Failure to report within the time constraints of these orders will constitute the member being reported in an Unauthorized Absence status as outlined in AFI 36-2911 (Desertion and Unauthorized Absence). This violation is a punishable offense under the UCMJ.
- e. REPORT TO MPF/DPMUO PRIOR TO DEPARTURE.
- f. FOR THIS ORDER, MEMBER WILL DEPART FROM VIENNA, OH AND RETURN TO VIENNA, OH.
- g. THE PERIOD OF DUTY UNDER THESE ORDERS IS EXEMPT FROM THE 5 YEAR LIMIT AS PROVIDED IN 38 U.S.C. 4312(C)(4)(B).
- h. MEMBERS DUTY STATUS IS 62.
- i. PERSTEMPO CODE, IS J, Contingency at Home Station. PERSTEMPO LOCATION IS OHIO.
- j. TRAVELER LIVES WITHIN COMMUTING AREA OF REPORTING LOCATION, 910 SECURITY FORCES SQ FFYNH0.
- k. TRAVEL BY POC TO THE FOLLOWING SITES HAS BEEN DETERMINED AS MORE ADVANTAGEOUS TO THE GOVERNMENT:
TRAVEL BY AUTOMOBILE FOR 910 SECURITY FORCES SQ FFYNH0 (20080602) AND
TRAVEL BY AUTOMOBILE FOR HOME (20090331)
- l. RENTAL CAR IS NOT AUTHORIZED AT
910 SECURITY FORCES SQ FFYNH0 (20080602 THRU 20090331).
- m. SPECIAL STORAGE OF HHGS IN THE VICINITY OF THE HOR/PLEAD MAY BE AUTHORIZED IAW JFTR, PARA U4770. AUTHORIZING/APPROVING AUTHORITIES SHOULD EXERCISE THIS AUTHORITY AFTER COORDINATION WITH THE WING COMMANDER. PER DIEM WILL BE PAID IN ACCORDANCE WITH THE JFTR.
- n. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES FOR MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- o. IN ACCORDANCE WITH PUBLIC LAW 105-264, GTCC USE IS MANDATORY FOR ALL AUTHORIZED EXPENSES UNLESS OTHERWISE EXEMPTED UNDER THE SPECIFIC PROVISIONS DETAILED IN PARAGRAPH 'E' OF THE TRAVEL TRANSPORTATION REFORM ACT (TTRA).
- p. CMAS AUTHORIZATION #: 0.
- q. DID YOU DRIVE YOUR POV? LIMITED TO ONE ROUND TRIP. POV TYPE AUTO MOTORCYCLE.
TOTAL MILES _____ SIGN AND DATE _____.
- r. PERSONNEL ON FLYING STATUS ARE AUTHORIZED TO TAKE PART IN FLYING ACTIVITIES DURING THE PERIOD OF ACTIVE DUTY COVERED BY THIS ORDER. PURSUANT TO AFI 32-6001,

CONTINUED ON NEXT PAGE

OFFICIAL

AROWS-R
A-00010
1938862
2008/04/08

██████████ TSGT ██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

HOUSING HANDBOOK, 1 JUN 96, YOU WILL REPORT TO THE BASE HOUSING REFERRAL OFFICE SERVING YOUR DUTY STATION BEFORE ENTERING INTO ANY LEASE OR PURCHASE AGREEMENT FOR OFF-BASE HOUSING.

s. IF THE MOBILIZED MEMBER IS A FEDERAL EMPLOYEE, THE FOLLOWING REMARK WILL BE INCLUDED ON THE SF-52, REQUEST FOR PERSONNEL ACTION (RPA): THIS PERIOD OF ACTIVE DUTY IS EXEMPT FROM THE 5-YEAR CUMULATIVE LIMIT, IAW 38 U.S.C. CHAPTER 43, SECTION 4312(c)(4)(A). RECOMMEND ALL MEMBERS GIVE A COPY OF THIS ORDER TO THEIR EMPLOYER, PREFERABLY BEFORE THE EFFECTIVE DATE.

i. THIS ORDER CONTAINS INFORMATION PROTECTED UNDER THE PRIVACY ACT OF 1974. ANY GROUP ORDER PROVIDED TO THE MEMBER MUST BE SANITIZED TO LIST ONLY THE LAST FOUR OF THE SSAN AND DELETE THE HOME ADDRESS FOR EACH OTHER PERSON ON THE ORDER. THIS ACTIVE DUTY ORDER DOES NOT CONSTITUTE AUTHORITY TO DEPLOY FROM THE MOBILIZED LOCATION. IF FURTHER DEPLOYMENT IS AUTHORIZED AFTER REPORTING TO THE COMMANDER OF ASSIGNED UNIT, A CONTINGENCY, EXERCISE DEPLOYMENT (CED) ORDER MUST BE PUBLISHED AND FURNISHED THE MEMBER PRIOR TO DEPARTURE. CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR CHECK ON LINE AT (WWW.ESGR.ORG) IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS.

ii. IAW NDAA 06, SECTION 594, MEMBERS WHO INCUR A CONTINUOUS PERIOD OF ACTIVE DUTY SERVICE OF 180 DAYS OR MORE ARE REQUIRED TO CONTACT THE LOCAL FAMILY SUPPORT CENTER TO RECEIVE A TRANSITION ASSISTANCE BRIEFING USING DD FORM 2648-1, PRESEPARATION COUNSELING CHECKLIST FOR RESERVE COMPONENT SERVICE MEMBERS RELEASED FROM ACTIVE DUTY. THIS ACTION MUST BE ACCOMPLISHED PRIOR TO MEMBER COMPLETING THEIR ACTIVE DUTY ORDER.

v. TRICARE EARLY (CONTINGENCY ORDERS ONLY):
LAW FY 04 NDAA, A MEMBER OF THE RESERVE COMPONENT WHO IS ISSUED A DELAYED-EFFECTIVE-DATE-ACTIVE-DUTY ORDER (WRITTEN OR VERBAL), OR IS COVERED BY SUCH AN ORDER, THAT IS, FOR A PERIOD OF ACTIVE DUTY OF MORE THAN 30 DAYS, IN SUPPORT OF A CONTINGENCY OPERATION, AS DEFINED IN 10 U.S.C., 101(a)(13)(B), SHALL BE ELIGIBLE, ALONG WITH ELIGIBLE FAMILY MEMBERS, FOR TRICARE, ON EITHER THE DATE OF NOTIFICATION OF SUCH ORDER, OR NO MORE THAN 90 DAYS PRIOR TO THE EFFECTIVE DATE OF ACTIVE DUTY PRESCRIBED IN THE ORDER, WHICHEVER IS LATER. TRICARE DENTAL BENEFITS WITH UNITED CONCORDIA ARE DISCONTINUED FOR THE RESERVE MEMBER ONLY UNDER THIS BENEFIT. MEMBER MUST SEEK DENTAL CARE VIA THE ACTIVE DUTY MEDICAL TREATMENT FACILITY (MTF) OR OBTAIN AUTHORIZED DENTAL CARE VIA THE MILITARY MEDICAL SUPPORT OFFICE (888-647-6676) IF NOT COLLOCATED WITH AN MTF (GENERALLY NOT WITHIN 50 MILES OF ANY MTF OF WHERE YOU WORK OR LIVE).

w. SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

x. TRICARE RESERVE SELECT (TRS) ELECTION (CONTINGENCY ORDERS ONLY):
ELECT OR DECLINE TRS: 90 DAYS AFTER THE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER, THE MEMBER MUST ELECT OR DECLINE TRS ON THE DMDC WEBSITE (<https://www.dmdc.osd.mil/appi/tsa/index.jsp>). ELECTION OF TRS BENEFITS CONSISTS OF ELIGIBILITY VERIFICATION WITH ARPC AND ENROLLMENT WITH THE REGIONAL TRICARE CONTRACTOR. ELIGIBILITY: IF MEMBER ELECTS TRS, HE/SHE MUST VERIFY THEIR ELIGIBILITY BY COMPLETING THE DD FORM 2895 FROM THE DMDC WEBSITE (<https://www.dmdc.osd.mil/appi/tsa/index.jsp>). AND CONTACTING THE ARPC CONTACT CENTER (1-800-525-0102) TO FILE THEIR DD FORM 2895 NO LATER THAN 90 DAYS AFTER THE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER. FAILURE TO MEET THIS SUSPENSE DATE WILL RESULT IN FORFEITURE OF TRS BENEFITS. ENROLLMENT: TRS ENROLLMENT MUST BE COMPLETED WITHIN 150 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR WITH THE TRICARE REGIONAL CONTRACTOR WHICH CONSIST OF SENDING THE ENROLLMENT FORM AND YOUR FIRST MONTH TRS PREMIUM. FAILURE TO MEET THIS SUSPENSE DATE WILL RESULT IN FORFEITURE OF TRS BENEFITS. TRS BENEFITS BECOMES EFFECTIVE THE DAY AFTER TAMP ENDS OR 181 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR.

ADDITIONAL INFORMATION: MORE INFORMATION CAN BE OBTAINED BY GOING TO (<https://www.tricare.osd.mil/reserve/reserveselect>) OR CONTACTING THE ARPC CONTACT

CONTINUED ON NEXT PAGE

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AROWS-R
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1938862
2008/04/08

██████████ TSGT/██████████ T91LFYNH

ACTIVATION (MOBILIZATION)

Continuation of AF Form 938, Block 19. Remarks (AFMAN 36-8001):

CENTER AT (1-800-525-0102).

y. MEMBER WILL REPORT TO YARS FOR FURTHER TDY TO CAMP GRUBER, OK FOR PRE-DEPLOYMENT TRAINING AND FURTHER TDY TO SWA.

From: Amanda Tigner
To: Colleen Peterson
Date: 5/27/2008 9:04 AM
Subject: Re: Military date

Good Morning, Colleen:

██████████ used his last 8 hours of military leave on 5/13/08.

Amanda Tigner
Fiscal/Payroll
614-752-7854 - phone
614-466-6549 - fax

>>> Colleen Peterson 5/27/2008 8:57 AM >>>
Good morning,

Can you advise the first day after Trooper ██████████ exhausted his 176 military hours. I will need to do a PA.

thank you!
Colleen

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
	TO:			

NAME		DATE OF BIRTH		MARITAL STATUS		EDUCATION	
FROM:	██████████	MO	DAY	YR		YEARS	DEGREE
TO:	██████████	██████████	██████████	██████████		12	MAJOR
ADDRESS FROM:	██						
TO:	STREET	CITY	STATE	ZIP CODE	COUNTY		
EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART
05 18 08	DPS290478	20056786	A01	01	9	PERM	FULL
FROM:	JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	TOTAL
	Trooper	26711	11	5	25.19	.52	25.71
TO:							

NATIONAL ID: _____ EMPLOYEE ID: ██████████

HIR	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appl. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave data DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level Job Code _____ Rate _____ Ends _____ Step _____ DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular Written _____ Oral _____ TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. Reinstate By: _____ TWP-DSI Disability Sep with Insur. Reinstate By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military JUN 30 PM 2:42 INVESTIGATIVE SERVICES

DATE OF LAST PROMOTION	CERTIFICATION NO	DATE OF CONTINUOUS SERVICE	STANDARD HOURS
03-09-01		09-13-00	2080
REMARKS: HIGHWAY PATROL TROOPER, RETURN FROM MILITARY LEAVE (ASSIGNED TO DISTRICT 04, POST 78/WARREN)			
Employee Class: HPRS		Benefit Program: PUP	
Officer Code: None		Account Information: _____	

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVED	DISAPPROVED	Certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Signature: <i>Henry Guzman</i>	DATE: <i>09/19/08</i>	Signature: <i>Doug Guertler</i>
SIGNATURE OF APPOINTING AUTHORITY	DATE	SIGNATURE OF APPROVER
SIGNATURE OF RELEASING AUTHORITY	DATE	DATE

From: Elizabeth Dziatkowicz
To: Colleen Peterson
Date: 6/11/2008 8:25 AM
Subject: Fwd: Job Data Update

>>> Joseph Eckstein 6/10/2008 2:11 PM >>>
Beth

Please update [REDACTED] ([REDACTED]) on Job Data as follows:

Return From Leave / Return from Military 05/18/2008

Payroll Leave Action / Military Leave Federal 06/02/2008

He returned from short term leave and then went out again on long term leave effective June 2, 2008.

Thanks

Joseph A. Eckstein
Supervisor, Fiscal Services/Payroll
(614) 387-6034
fax (614) 466-6549

248

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
TO:				

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
FROM: LAST FIRST MI SEX	MO DAY YR		YEARS DEGREE MAJOR
TO: M			12

ADDRESS FROM: STREET CITY STATE ZIP CODE COUNTY
TO:

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
04 01 09	DPS290478	20056786	A01	01	9	PERM	FULL	Trum

FROM: JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
Trooper	26711	11	5	26.07	.54			26.61	P
TO:									

NATIONAL ID: EMPLOYEE ID:

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3rd Party DTA-TWL Temp Work Level JobCode _____ Rate _____ Ends _____ Step _____	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular _____ Written _____ Oral TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. Reinstated By: _____ TWP-DSI Disability Sep with Insur. Reinstated By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	PLA-MLF Military Leave - Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED Educational Lv. LOA-SEI Seasonal LOA-PRS Personal DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debt DTA-DFN Penalty DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave X RFL-MIL Return from Military
REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appt. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3rd Party REH-RET Return from Retire	DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency		ACCOUNTING INFO / BENEFITS Employee Class: HPRS Benefit Program: PUP Officer Code: None Account Information: _____

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS
03-09-01		09-13-00	2080
REMARKS: RETURN FROM MILITARY LEAVE, HIGHWAY PATROL TROOPER, MILITARY LEAVE ENDS PER ATTACHED ORDERS, (ASSIGNED TO DISTRICT 04, POST 78/ WARREN)			

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVED / DISAPPROVED / Certification

APPROVAL OF APPOINTING AUTHORITY SIGNATURE DATE

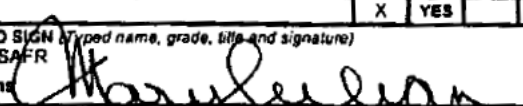
SIGNATURE OF RELEASING AUTHORITY DATE SIGNATURE OF APPROVER DATE

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-USAFR		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK TSGT	b. PAY GRADE E8	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20100807		
7a. PLACE OF ENTRY INTO ACTIVE DUTY VIENNA OH		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) VIENNA OH			
6a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 910 SECURITY FORCES SQ (AMC)			b. STATION WHERE SEPARATED YOUNGSTOWN ARS APT		
9. COMMAND TO WHICH TRANSFERRED USAFR			10. SGLI COVERAGE		NONE
			AMOUNT: \$400,000		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3P071, SECURITY FORCES CRAFTSMAN, 9 MONTHS		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	2008	JUN	02
		b. SEPARATION DATE THIS PERIOD	2009	MAR	28
		c. NET ACTIVE SERVICE THIS PERIOD	00	09	27
		d. TOTAL PRIOR ACTIVE SERVICE	05	09	29
		e. TOTAL PRIOR INACTIVE SERVICE	07	06	22
		f. FOREIGN SERVICE	00	06	12
		g. SEA SERVICE	00	00	00
		h. EFFECTIVE DATE OF PAY GRADE	2007	MAR	01
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) AF Outstanding Unit Award with Valor Device, Navy Meritorious Unit Commendation, Marine Corps Good Conduct Medal, Air Reserve Forces Meritorious Service Medal with 1 oak leaf cluster, National Defense Service Medal with 1 service star, Armed Forces Expeditionary Medal, Iraq Campaign Medal with 1 service star, Global War On //See Remarks//		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NCO ACADEMY, MAY 2008.			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM			YES	X	NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		X	YES		NO
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO
					X
18. REMARKS ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal. ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal. -----NOTHING FOLLOWS-----					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) [REDACTED]			b. NEAREST RELATIVE (Name and address - include ZIP Code) WENDY C. BONAR [REDACTED]		
20. MEMBER REQUESTS COPY 6 BE SENT TO OH DIRECTOR OF VETERANS AFFAIRS			X	YES	NO
21. SIGNATURE OF MEMBER BEING SEPARATED MEMBER NOT AVAILABLE TO SIGN		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) MARY L. JULIAN, CMSgt, USAFR Chief, Mil Personnel Programs 			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include codes) HONORABLE			
25. SEPARATION AUTHORITY AFI 36-3209		26. SEPARATION CODE T50		27. REENTRY CODE NOT APPLICABLE	
28. NARRATIVE REASON FOR SEPARATION RELEASE DUE TO DEMORALIZATION					

Ohio Department of Public Safety
Ohio State Highway Patrol
**Template #17 - Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ADHRM, ADBenefits, DPSPayroll, ADDHQ04, ADPost78

**Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ATTN: HRM, Benefits, DPS Payroll

Trooper [REDACTED], Unit [REDACTED], OAKS ID # [REDACTED] has returned to full duty from active military leave as of April 1, 2009.

OSHP Warren

Originating Office (e.g., Ohio SP Steubenville)

78 04 04/01/09 @ 0710 Hrs

Post District Date and Time

JLK

Preparer/Sender Initials

OHP 1417 02/08

OSP-500.30

NAME: FROM: [REDACTED] LAST [REDACTED] FIRST [REDACTED] TO: [REDACTED]
 SEX: M DATE OF BIRTH: [REDACTED] MO [REDACTED] DAY [REDACTED] YR [REDACTED]
 MARITAL STATUS: [REDACTED] YEARS: 12 EDUCATION: DEGREE [REDACTED] MAJOR [REDACTED]

ADDRESS: FROM: [REDACTED] STREET [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP CODE [REDACTED] COUNTY [REDACTED]
 TO: [REDACTED]

EFFECTIVE DATE	FROM: DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY	
04 01 09	DPS290478	20056786	A01	01	9	PERM	FULL	Trum	
FROM: JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
Trooper	26711	11	5	26.07	.54			26.61	P

NATIONAL ID: _____ EMPLOYEE ID: [REDACTED]

HIR	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy <i>Layoff Appt. Type: _____</i> REH-RCL Recall Layoff <i>Appt. Type: _____</i> REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change <i>To: _____</i> DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level <i>JobCode _____ Rate _____</i> <i>Ends _____ Step _____</i> DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular <i>_____ Written</i> <i>_____ Oral</i> TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. <i>Reinstate By: _____</i> TWP-DSI Disability Sep with insur. <i>Reinstate By: _____</i> TER-IMS Interim Separation TER-NGS Resigned <i>Not in Good Standing</i> TER-NRR Resigned <i>Not Recommended for Rehire</i> TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv. DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave X RFL-MIL Return from Military ACCOUNTING INFO / BENEFITS Employee Class: HPRS Benefit Program: PUP Officer Code: None Account Information: _____

DATE OF LAST PROMOTION: 03-09-01 CERTIFICATION NO.: _____ DATE OF CONTINUOUS SERVICE: 09-13-00 STANDARD HOURS: 2080
 REMARKS: **RETURN FROM MILITARY LEAVE, HIGHWAY PATROL TROOPER, MILITARY LEAVE ENDS PER ATTACHED ORDERS, (ASSIGNED TO DISTRICT 04, POST 78/ WARREN)**

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED
 APPROVED: _____ DISAPPROVED: _____ Certification: _____
 APPROVAL OF APPOINTING AUTHORITY: *Henry Guzman* SIGNATURE: _____ DATE: *04/08/09*
 SIGNATURE OF RELEASING AUTHORITY: _____ DATE: _____ SIGNATURE OF APPROVER: _____ DATE: _____

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE--USAFR		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK TSGT	b. PAY GRADE E6	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20100807		
7a. PLACE OF ENTRY INTO ACTIVE DUTY VIENNA OH		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) VIENNA OH			

6a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 910 SECURITY FORCES SQ (AMC)		b. STATION WHERE SEPARATED YOUNGSTOWN ARS APT			
9. COMMAND TO WHICH TRANSFERRED USAFR				10. SGLI COVERAGE AMOUNT: \$400,000	

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3P071. SECURITY FORCES CRAFTSMAN, 9 MONTHS	12. RECORD OF SERVICE			
	a. DATE ENTERED AD THIS PERIOD	2008	JUN	02
	b. SEPARATION DATE THIS PERIOD	2009	MAR	28
	c. NET ACTIVE SERVICE THIS PERIOD	00	09	27
	d. TOTAL PRIOR ACTIVE SERVICE	05	09	29
	e. TOTAL PRIOR INACTIVE SERVICE	07	05	22
	f. FOREIGN SERVICE	00	06	12
	g. SEA SERVICE	00	00	00
	h. EFFECTIVE DATE OF PAY GRADE	2007	MAR	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) AF Outstanding Unit Award with Valor Device, Navy Meritorious Unit Commendation, Marine Corps Good Conduct Medal, Air Reserve Forces Meritorious Service Medal with 1 oak leaf cluster, National Defense Service Medal with 1 service star, Armed Forces Expeditionary Medal, Iraq Campaign Medal with 1 service star, Global War On //See Remarks//		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NCO ACADEMY, MAY 2008.	
--	--	--	--

15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

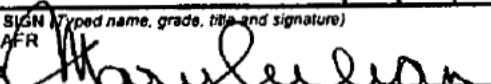
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
-------------------------------	--	--------------------------	-----	-------------------------------------	----

18. REMARKS
ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal. ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal.

-----NOTHING FOLLOWS-----

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code) 327 BUENA VISTA AVE VIENNA OH 44473	b. NEAREST RELATIVE (Name and address - include ZIP Code) WENDY C. BONAR 8135 ST RT 609 BURGHILL OH 44404
--	--

20. MEMBER REQUESTS COPY & BE SENT TO OH DIRECTOR OF VETERANS AFFAIRS	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
21. SIGNATURE OF MEMBER BEING SEPARATED MEMBER NOT AVAILABLE TO SIGN	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) MARY L. JULIAN, CMSgt, USAFR Chief, MII Personnel Program 			

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY	24. CHARACTER OF SERVICE (include upgrades) HONORABLE	
25. SEPARATION AUTHORITY AFI 36-3209	26. SEPARATION CODE T50	27. REENTRY CODE NOT APPLICABLE
26. NARRATIVE REASON FOR SEPARATION RELEASE DUE TO REASSIGNMENT		

Ohio Department of Public Safety
Ohio State Highway Patrol
**Template #17 - Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ADHRM, ADBenefits, DPSPayroll, ADDHQ04, ADPost78

**Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ATTN: HRM, Benefits, DPS Payroll

Trooper [REDACTED], Unit [REDACTED], OAKS ID # [REDACTED] has returned to full duty from active military leave as of April 1, 2009.

OSHP Warren

Originating Office (e.g., Ohio SP Steubenville)

78 04 04/01/09 @ 0710 Hrs.

Post District Date and Time

JLK

Preparer/Sender Initials

OHP 1417 02/08

OSP-500.30

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
TO:				

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
FROM: LAST FIRST	MO DAY YR		YEARS DEGREE MAJOR
TO:	M		12

ADDRESS	CITY	STATE	ZIP CODE	COUNTY
FROM:				
TO:				

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY	
04 01 09	DPS290478	20056786	A01	01	9	PERM	FULL	Trum	
JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
Trooper	26711	11	5	26.07	.54			26.61	P

NATIONAL ID:	EMPLOYEE ID:

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy <i>Layoff Appt. Type:</i> _____ REH-RCL Recall Layoff <i>Appt. Type:</i> _____ REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change <i>To</i> _____ DTA-XLV Extended Leave date DTA-RNP Reassign <u>No</u> Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level <i>JobCode</i> _____ <i>Rate</i> _____ <i>Ends</i> _____ <i>Step</i> _____ DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular <i>_____ Written</i> <i>_____ Oral</i> TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep <u>NO</u> Insur. <i>Reinstate By:</i> _____ TWP-DSI Disability Sep with Insur. <i>Reinstate By:</i> _____ TER-IMS Interim Separation TER-NGS Resigned <i>Not in Good Standing</i> TER-NRR Resigned <i>Not Recommended for Rehire</i> TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB <u>BU</u> Personal Leave PLA-ETA Established Term PLA-BEL <u>BU</u> Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED <u>EX</u> Educational Lv. LOA-SEI Seasonal LOA-PRS <u>EX</u> Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave X RFL-MIL Return from Military

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS	ACCOUNTING INFO / BENEFITS Employee Class: <u>HPRS</u> Benefit Program: <u>PUP</u> Officer Code: <u>None</u> Account Information: _____
03-09-01		09-13-00	2080	
REMARKS: RETURN FROM MILITARY LEAVE, HIGHWAY PATROL TROOPER, MILITARY LEAVE ENDS PER ATTACHED ORDERS, (ASSIGNED TO DISTRICT 04, POST 78/ WARREN)				

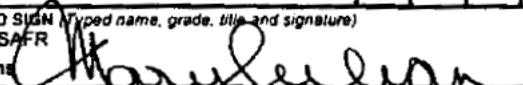
____ ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED		____ APPROVED	Certification _____
		____ DISAPPROVED	
APPROVAL OF APPOINTING AUTHORITY	SIGNATURE	DATE	
SIGNATURE OF RELEASING AUTHORITY	DATE	SIGNATURE OF APPROVER	DATE

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-USAFR		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK TSGT	b. PAY GRADE E6	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20100807		
7a. PLACE OF ENTRY INTO ACTIVE DUTY VIENNA OH		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) VIENNA OH			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 910 SECURITY FORCES SQ (AMC)			b. STATION WHERE SEPARATED YOUNGSTOWN ARS APT		
9. COMMAND TO WHICH TRANSFERRED USAFR			10. SGLI COVERAGE AMOUNT: \$480,000		NONE
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3P071, SECURITY FORCES CRAFTSMAN, 9 MONTHS		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD	2008	JUN	02
		b. SEPARATION DATE THIS PERIOD	2009	MAR	28
		c. NET ACTIVE SERVICE THIS PERIOD	00	09	27
		d. TOTAL PRIOR ACTIVE SERVICE	05	09	29
		e. TOTAL PRIOR INACTIVE SERVICE	07	06	22
		f. FOREIGN SERVICE	00	06	12
		g. SEA SERVICE	00	00	00
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) AF Outstanding Unit Award with Valor Device, Navy Meritorious Unit Commendation, Marine Corps Good Conduct Medal, Air Reserve Forces Meritorious Service Medal with 1 oak leaf cluster, National Defense Service Medal with 1 service star, Armed Forces Expeditionary Medal, Iraq Campaign Medal with 1 service star, Global War On //See Remarks//		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NCO ACADEMY, MAY 2008.			
16a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM			YES	X	NO
b. HIGH SCHOOL GRADUATE OR EQUIVALENT		X	YES		NO
18. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO
					X
18. REMARKS ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal. ITEM 13: Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, AF Overseas Ribbon Short, Air Force Expeditionary Service Ribbon with Gold Border with 1 oak leaf cluster, AF Longevity Service with 2 oak leaf clusters, Armed Forces Reserve Medal with 2 'M' Devices, Small Arms Expert Marksmanship Ribbon with 1 service star, Navy Pistol Shot Medal, Navy Expert Rifle Medal. -----NOTHING FOLLOWS-----					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 327 BUENA VISTA AVE VIENNA OH 44473			b. NEAREST RELATIVE (Name and address - include ZIP Code) WENDY C. BONAR 8135 ST RT 609 BURGHILL OH 44404		
20. MEMBER REQUESTS COPY 6 BE SENT TO OH, DIRECTOR OF VETERANS AFFAIRS			X	YES	NO
21. SIGNATURE OF MEMBER BEING SEPARATED MEMBER NOT AVAILABLE TO SIGN		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) MARY L. JULIAN, CMSgt, USAFR Chief, Mil Personnel Programs 			

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY	24. CHARACTER OF SERVICE (Include badges) HONORABLE	
25. SEPARATION AUTHORITY AFI 36-3209	26. SEPARATION CODE T50	27. REENTRY CODE NOT APPLICABLE
28. NARRATIVE REASON FOR SEPARATION RELEASE DUE TO REORGANIZATION		

Ohio Department of Public Safety
Ohio State Highway Patrol
**Template #17 - Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ADHRM, ADBenefits, DPSPayroll, ADDHQ04, ADPost78

**Reporting Employee Off Due to
Injury / Extended Illness / Maternity Leave**

ATTN: HRM, Benefits, DPS Payroll

Trooper [REDACTED], Unit [REDACTED], OAKS ID # [REDACTED] has returned to full duty from active military leave as of April 1, 2009.

OSHP Warren

Originating Office (e.g., Ohio SP Steubenville)

78 04 04/01/09 @ 0710 Hrs.

Post District Date and Time

JLK

Preparer/Sender Initials

OHP 1417 02/08

OSP-500.30

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290404	D4 Post 4 Ashtabula	
	TO: PUBLIC SAFETY	290467	D4 Post 67 Ravenna	

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
FROM: [REDACTED]	MO DAY YR	YEARS	DEGREE MAJOR
TO: [REDACTED]	M [REDACTED]	12	

ADDRESS	CITY	STATE	ZIP CODE	COUNTY
FROM: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TO: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
FROM: 03 18 12	DPS290404	20054568	A15	15	9	PERM	FULL	Asht
TO: 03 18 12	DPS290467	20053609						Port
JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL STATUS
Sergeant	26713	13	6	32.26	1.13			33.39 P

NATIONAL ID: _____ EMPLOYEE ID: [REDACTED]

HIR HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appt. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3rd Party REH-RET Return from Retire	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION) DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3rd Party DTA-TWL Temp Work Level Job Code _____ Rate _____ Ends _____ Step _____ DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level X DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion X XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	TERMINATION RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular _____ Written _____ Oral TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep <u>NO</u> Insur. Reinst By: _____ TWP-DSI Disability Sep with Insur. Reinst By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	LEAVES PLA-MLF Military Leave - Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military
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DATE OF LAST PROMOTION 08-30-11	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE 09-13-00	STANDARD HOURS 2080
REMARKS: HIGHWAY PATROL SERGEANT, TRANSFER FROM DISTRICT 04, POST 04/ ASHTABULA TO DISTRICT 04, POST 67/ RAVENNA			
ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED Signature: <i>Thomas P. Charles</i> APPROVAL OF APPOINTING AUTHORITY SIGNATURE		DATE: 3-21-12	APPROVED Signature: <i>Robert Blawie</i> SIGNATURE OF APPROVER

ACCOUNTING INFO / BENEFITS
 Employee Class: HPRS
 Benefit Program: PUP
 Office Code: None
 Account Information: _____

2012 MAR 26
 DAS-HR-STA

PERSONNEL ACTION STATE OF OHIO

AGENCY: PUBLIC SAFETY DIVISION OR INSTITUTION: 290467 UNIT OR OFFICE: D4 Post 67 Ravenna
 FROM: PUBLIC SAFETY 290478 D4 Post 78 Warren
 TO: PUBLIC SAFETY 290478 D4 Post 78 Warren

DATE STAMP

NAME: LAST FIRST MI SEX MO DAY YR DATE OF BIRTH MARITAL STATUS YEARS DEGREE MAJOR
 M: [REDACTED] [REDACTED] [REDACTED] M [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] 12 [REDACTED] [REDACTED]

ADDRESS: STREET CITY STATE ZIP CODE COUNTY

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
FROM: 04 08 12	DPS290467	20053809	A15	15	9	PERM	FULL	Port
TO: 04 08 12	DPS290478	20055677						Trum
JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL STATUS
Sergeant	26713	13	6	32.26	1.13			33.39 P

NATIONAL ID: EMPLOYEE ID: [REDACTED]

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave date DTA-RNP Reassign <u>NO</u> Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level Job Code _____ Rate _____ Ends _____ Step _____ DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level X DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion X XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular _____ Written _____ Oral TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep <u>NO</u> insur. Reinstated By: _____ TWP-DSI Disability Sep with Insur. Reinstated By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	PLA-MLF Military Leave - Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military APR 16 PM 2:54 AS-RESUME SERVICE
REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appt. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire			

DATE OF LAST PROMOTION: 08-30-11 CERTIFICATION NO. DATE OF CONTINUOUS SERVICE: 09-13-00 STANDARD HOURS: 2080

REMARKS: HIGHWAY PATROL SERGEANT, TRANSFER FROM DISTRICT 04, POST 67/ RAVENNA TO DISTRICT 04, POST 78/ WARREN

APPROVAL OF APPOINTING AUTHORITY: Thomas P. Charles / JA SIGNATURE DATE: 4-13-2012

APPROVED: [check] DISAPPROVED: _____ Certification: _____

SIGNATURE OF APPROVER: Robert Blain DATE: 4-20-12

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290478	D4 Post 78 Warren	
	TO: PUBLIC SAFETY	290404	D4 Post 4 Ashtabula	

NAME	DATE OF BIRTH	MARITAL STATUS	EDUCATION
M: [REDACTED] LAST MI [REDACTED] SEX M	MO DAY YR [REDACTED]	[REDACTED]	YEARS DEGREE MAJOR [REDACTED]

ADDRESS	CITY	STATE	ZIP CODE	COUNTY
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
8 30 11	DPS290478	20056788	A01	01	9	PERM	FULL	Trum
	DPS290404	20054568	A15	15				Asht
JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL STATUS
Trooper	26711	11	5	26.07	0.86			26.93 P
Sergeant	26713	13	5	30.70	1.00			31.70 31.67

ADDITIONAL ID: [REDACTED] EMPLOYEE ID: [REDACTED]

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change To: _____ DTA-XLV Extended Leave date DTA-RNP Reassign No Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3rd Party DTA-TWL Temp Work Level Job Code _____ Rate _____ Ends _____ Step _____	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular _____ Written _____ Oral TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep NO Insur. Reinstate By: _____ TWP-DSI Disability Sep with Insur. Reinstate By: _____ TER-IMS Interim Separation TER-NGS Resigned Not in Good Standing TER-NRR Resigned Not Recommended for Rehire TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB BU Personal Leave PLA-ETA Established Term PLA-BEL BU Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED EX Educational Lv. LOA-SEI Seasonal LOA-PRS EX Personal Lv DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military RECEIVED DAS-HR-STATE SERVICE AUG 31 PM 2:26
REHIRE REH-REH Rehire REH-REL Reemploy Layoff Appt. Type: _____ REH-RCL Recall Layoff Appt. Type: _____ REH-RSP Reinst Sep REH-RTP Reinst 3rd Party REH-RET Return from Retire	X DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change X PRO-PRO Promotion XFR-TRW Trans within Agency XFR-TRB Trans Between Agency		

DATE OF LAST PROMOTION	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE	STANDARD HOURS
03-09-01		09-13-00	2080

REMARKS: PROMOTION FROM HIGHWAY PATROL TROOPER TO HIGHWAY PATROL SERGEANT, TRANSFER FROM DISTRICT 04, POST 78/ WARREN TO DISTRICT 04, POST 04/ ASHTABULA (MOVING EXPENSES ARE AUTHORIZED)

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVED DISAPPROVED Certification _____

APPROVAL OF APPOINTING AUTHORITY: *Thomas P. [Signature]* SIGNATURE DATE: 8/30/11

SIGNATURE OF RELEASING AUTHORITY: _____ DATE: _____ SIGNATURE OF APPROVER: *Robert Blain* DATE: 9/9/11

cep

PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290404	D4 Post 4 Ashtabula	
	TO: PUBLIC SAFETY	290467	D4 Post 67 Ravenna	

NAME		DATE OF BIRTH		MARITAL STATUS	EDUCATION	
FROM: LAST	MI	SEX	MO DAY YR		YEARS	DEGREE MAJOR
TO:		M			12	

ADDRESS FROM:		STREET		CITY	STATE	ZIP CODE	COUNTY
TO:							

EFFECTIVE DATE	FROM: DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
03 18 12	DPS290404	20054568	A15	15	9	PERM	FULL	Asht
	TO: DPS290467	20053609						Port

FROM: JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
Sergeant	26713	13	6	32.26	1.13			33.39	P
TO:									

NATIONAL ID:	EMPLOYEE ID:

HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change <i>To: _____</i> DTA-XLV Extended Leave date DTA-RNP Reassign <u>No</u> Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level <i>JobCode _____ Rate _____</i> <i>Ends _____ Step _____</i> DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level X DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion X XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular <i>_____ Written</i> <i>_____ Oral</i> TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep <u>NO</u> Insur. <i>Reinstate By: _____</i> TWP-DSI Disability Sep with Insur. <i>Reinstate By: _____</i> TER-IMS Interim Separation TER-NGS Resigned <i>Not in Good Standing</i> TER-NRR Resigned <i>Not Recommended for Rehire</i> TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB <u>BU</u> Personal Leave PLA-ETA Established Term PLA-BEL <u>BU</u> Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED <u>EX</u> Educational Lv. LOA-SEI Seasonal LOA-PRS <u>EX</u> Personal Lv
REHIRE REH-REH Rehire REH-REL Reemploy <i>Layoff Appt. Type: _____</i> REH-RCL Recall Layoff <i>Appt. Type: _____</i> REH-RSP Reinst Sep REH-RTP Reinst 3 rd Party REH-RET Return from Retire			DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension
			RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military
			ACCOUNTING INFO / BENEFITS Employee Class: <u>HPRS</u> Benefit Program: <u>PUP</u> Officer Code: <u>None</u> Account Information: _____

DATE OF LAST PROMOTION 08-30-11	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE 09-13-00	STANDARD HOURS 2080
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REMARKS: HIGHWAY PATROL SERGEANT, TRANSFER FROM DISTRICT 04, POST 04/ ASHTABULA TO DISTRICT 04, POST 67/ RAVENNA

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED		APPROVED	Certification _____
<i>Thomas P. Charles</i>		DISAPPROVED	
APPROVAL OF APPOINTING AUTHORITY	SIGNATURE	DATE	
		3-21-12	

SIGNATURE OF RELEASING AUTHORITY	DATE	SIGNATURE OF APPROVER	DATE
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PERSONNEL ACTION STATE OF OHIO	AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
	FROM: PUBLIC SAFETY	290467	D4 Post 67 Ravenna	
	TO: PUBLIC SAFETY	290478	D4 Post 78 Warren	

NAME		DATE OF BIRTH		MARITAL STATUS	EDUCATION	
FROM: LAST	FIRST	MI	MO DAY YR		YEARS	DEGREE MAJOR
TO:					12	

ADDRESS FROM:					
STREET		CITY	STATE	ZIP CODE	COUNTY
TO:					

EFFECTIVE DATE	FROM: DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
04 08 12	DPS290467	20053609	A15	15	9	PERM	FULL	Port
	TO: DPS290478	20055677						Trum

FROM: JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL	SUPPL	TOTAL	STATUS
Sergeant	26713	13	6	32.26	1.13			33.39	P
TO:									

NATIONAL ID:	EMPLOYEE ID:
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HIRE	CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)	TERMINATION	LEAVES
HIR-EMR Emergency HIR-PER Permanent HIR-TEM Temporary HIR-SEA Seasonal HIR-INT Intermittent HIR-FTS Fixed Term Salaried HIR-DIM Fixed Term Per Diem HIR-EXI Interim External HIR-ETR Estab Term Regular HIR-ETI Estab Term Irregular HIR-PRJ Project Employee	DEM-DEM Demotion DTA-SCS Civil Service Status DTA-APC Appointment Change <i>To: _____</i> DTA-XLV Extended Leave date DTA-RNP Reassign <u>No</u> Pay Incr. DTA-RPI Reassign Pay Incr. DTA-RPT Reassign 3 rd Party DTA-TWL Temp Work Level <i>JobCode _____ Rate _____</i> <i>Ends _____ Step _____</i> DTA-SVC Service Change DTA-SSN SSN Correction DTA-DCP DAS Class Plan DTA-ETW End Temp Work Level <input checked="" type="checkbox"/> DTA-HQC HQ Location Change DTA-LAT Lateral Class Change DTA-NAM Name Change DTA-PGC Pay Group Change DTA-DPL Displacement DTA-RCD Recall Displacement DTA-CIM Cancel Interim DTA-TMP Interim Internal PAY-RTC Rate POS-POS Position Change PRO-PRO Promotion <input checked="" type="checkbox"/> XFR-TRW Trans within Agency XFR-TRB Trans Between Agency	RET-DIR Disability Retirement RET-RET Retired TER-RES Resigned - Regular <i>_____ Written</i> <i>_____ Oral</i> TER-DEA Deceased TER-REM Removed TER-PRB Probation Removal TER-LOF Laid Off TER-UNR Unclass Termination TER-ORM Other Removal TER-CAP Cancel Appointment TER-DBS Disability Sep <u>NO</u> Insur. <i>Reinstate By: _____</i> TWP-DSI Disability Sep with Insur. <i>Reinstate By: _____</i> TER-IMS Interim Separation TER-NGS Resigned <i>Not in Good Standing</i> TER-NRR Resigned <i>Not Recommended for Rehire</i> TER-EFT End Fixed Term	PLA-MLF Military Leave- Fed PLA-MLS Military Leave - State PLA-PLB <u>BU</u> Personal Leave PLA-ETA Established Term PLA-BEL <u>BU</u> Educational Lv. PLA-VCS Volunt Cost Savings PLA-UNI Union Leave Ends PLA-EED <u>EX</u> Educational Lv. LOA-SEI Seasonal LOA-PRS <u>EX</u> Personal Lv <hr/> DISCIPLINE SUS-SUS Suspension DTA-DVD Leave Debit DTA-DFN Penalty Fine DTA-DWS Working Suspension <hr/> RETURN FROM LEAVE RFL-RFL Return from Leave RFL-MIL Return from Military

DATE OF LAST PROMOTION 08-30-11	CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE 09-13-00	STANDARD HOURS 2080	ACCOUNTING INFO / BENEFITS Employee Class: HPRS Benefit Program: PUP Officer Code: None Account Information: _____
REMARKS: HIGHWAY PATROL SERGEANT, TRANSFER FROM DISTRICT 04, POST 67/ RAVENNA TO DISTRICT 04, POST 78/ WARREN				

<input type="checkbox"/> ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Certification _____
APPROVAL OF APPOINTING AUTHORITY <i>Thomas P. Charles / JA</i>	SIGNATURE	DATE 4-13-2012	
SIGNATURE OF RELEASING AUTHORITY	DATE	SIGNATURE OF APPROVER	DATE



Personnel Actions Request

PAR #	0000277574														
			Agency				Division or Institution				HQ County				
From:	DPS290450				D4 Post 50 Canfield				Mahoning						
To:	DPS290478				D4 Post 78 Warren				Trumbull						
EMPL ID			Last Name				First Name			MI					
[REDACTED]			[REDACTED]				[REDACTED]			[REDACTED]					
OAKS Action							OAKS Reason								
XFR - Transfer							TRW - Transfer within Agency								
Comments															
Highway Patrol Sergeant transfer within agency from District 4, Post 50/ Canfield to District 4, Post 78/ Warren															
Effective Date			Last Day Worked			Position Number		Dept ID	Union Code	Barg Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status	
MO	DA	YR	MO	DA	YR	From:	20055745	DPS290450	A15	15	9	Permanent	Full-Time	A: Permanent	
7	22	2018				To:	20052468	DPS290478	A15	15	9	Permanent	Full-Time	A: Permanent	
Job Code Title				Job Code				Grade		Step		TOTAL RATE			
From:	Highway Patrol Sergeant				26713				013		6		38.63		
To:	Highway Patrol Sergeant				26713				013		6		38.63		
From:	Base Rate		Comp Rate		Change Amount			Change Percent			Converted Comp Rate				
	LNGVTY		2.13		0.00			0.00			2.13				
	NAHRLY		36.50		0.00			0.00			36.50				
To:	Base Rate		Comp Rate		Change Amount			Change Percent			Converted Comp Rate				
	LNGVTY		2.13		0.00			0.00			2.13				
	NAHRLY		36.50		0.00			0.00			36.50				
STD HRS (OAKS)				FLSA Status				Empl Class (Retmt)				Officer Code			



Personnel Actions Request

40	Overtime Eligible	HPRS	None
OAKS Multi Action		OAKS Multi Reason	
DTA - Data Change		HQC - HQ Location Change	

Initiator Name	Entered Date/Time
MERRICK, KATHLEEN A	2018-07-17T11:12:18-04:00

Approver Role	Approved By	Date/Time Stamp
EPAR DECENTRAL AGENCY	DZIATKOWICZ, ELIZABETH REITZ	2018-07-19T14:03:07-04:00
EPARAPPROVERLEVEL1	ECKSTEIN, JOSEPH A	2018-07-17T18:23:34-04:00

JUL 24 2001

OATH OF OFFICE

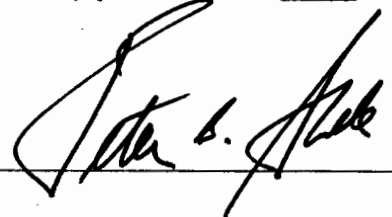
State of Ohio)
Franklin County)

I _____
(Name of Officer, Type)

do solemnly swear and/or affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio, and that I will faithfully, honestly and impartially discharge the duties of the office of Trooper in the Ohio State Highway Patrol to the best of my ability, during my continuance in that office.

 _____
(Signature of Officer)

Sworn and/or affirmed before me and subscribed in my presence this 9th day of March, 2001.

 _____

MAR 27 2001

INTER-OFFICE COMMUNICATION

Date March 27, 2001



File No. 2-TRA

To Lieutenant J. T. Sivak Attention _____

From Trooper C. G. Dunn *cd*

Subject Trooper [REDACTED]

[REDACTED] Trooper [REDACTED] has successfully completed his first ten days of the field training period on March 22, 2001. I am requesting that he be issued the necessary forms to advance into the next stage of his training.



OHIO DEPARTMENT OF PUBLIC SAFETY

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Bob Taft, Governor
Kenneth L. Morckel, Director
Colonel Paul D. McClellan
Superintendent

Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

July 18, 2006

Trooper [REDACTED]
Ohio State Highway Patrol
District 04 Post 78
P.O. Box 220
Southington, OH 44470

Dear Trooper [REDACTED]:

Congratulations. You have qualified for promotional consideration based on your performance during the Assessment Center and your subsequent follow-up score. You are among the top troopers in the State of Ohio who will be eligible for promotional opportunities during this promotional cycle.

You will need to decide which assignments you are willing to accept a promotion. Your supervisor or secretary will need to enter the selections using the on-line PeopleSoft program. I encourage you to give careful consideration to your choices. This information must be entered by **July 28, 2006**. If you wish to decline from promotional consideration at this time, please contact this Office as soon as possible.

You must also verify and update your training, awards, and education records in PeopleSoft. This information will be available on-line to the Promotion Board.

You will no longer be required to submit assessment center follow-up. To maintain your promotional eligibility you will need to submit a Continuing Eligibility Credit (CEC) each year by December 1st. The first CEC must be complete by December 1, 2007. If you have any questions, please feel free to contact Employee Evaluation and Development at (614) 644-5018.

Once again, congratulations on achieving this milestone in your career.

Sincerely,

Major Robert J. Young
Commander, Office of Human Resource Management



OHIO DEPARTMENT OF PUBLIC SAFETY

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- **Ohio State Highway Patrol**



Ted Strickland, Governor
Nancy J. Dragani, Acting Director
Colonel Paul D. McClellan
Superintendent

Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

(614) 466-3003
January 9, 2007

Trooper [REDACTED]
Ohio State Highway Patrol
District 04 Post 78
P.O. Box 220
Southington, OH 44470

Dear Trooper [REDACTED]

Congratulations. You have qualified for promotional consideration based on your performance during the Assessment Center. You are among the top troopers in the State of Ohio eligible for promotional opportunities.

Your geographic preferences must be entered into Peoplesoft to be considered for promotion. Please take the time to review your selections for accuracy. Any changes to your geographic preferences can be made at any time; however, your supervisor or the secretary will need to make the updates for you. If you wish to decline from promotional consideration at any time, please remove your geographic preference selections and contact this office as soon as possible.

You should also verify and update your training, awards, and education records in PeopleSoft. This information is reviewed and used by the Promotion Board.

Please note, your promotional eligibility will remain active as long as you complete **one** Continuing Eligibility Credit (CEC) prior to December 1st of each calendar year. A list of approved CECs is available on the OSP Promotional Website available through the DPS Intranet. You are required to submit the CEC Request for Credit form available as a template through OSP-503.08.

If you have any questions, please feel free to contact Employee Evaluation and Development at (614) 644-5018.

Once again, congratulations on achieving this milestone in your career.

Sincerely,

Major Bruce A. Ludlow
Commander, Office of Human Resource Management

AUG 9 2007

130

580

1310

Name of Trooper:



Unit:



District: 4

Post: 78

Review Period from 9/05/2006 to 9/05/2007

Ohio State Highway Patrol
O.P.E.R.A.T.I.O.N.S.
Evaluation

Observing
Performance
Evaluating
Results
And
Together
Implementing
Objectives
Needed to
Succeed

Ohio State Highway Patrol

O.P.E.R.A.T.I.O.N.S. Evaluation

Instructions for Completion

On the following pages are nine (9) behavioral dimensions which define the job of a trooper. The final part of the evaluation consists of an action plan (Performance Improvement Plan) to be used for development when an officer is rated as partially meets or does not meet expectations.

Consider the performance of the trooper during the last year. For each of the performance areas indicated, read the description of the dimension. **The ratings levels are:**

Far Exceeds Expectations – Far exceeds performance expectations by consistently demonstrating excellent performance.

Exceeds Expectations – Frequently exceeds performance expectations. High level of performance.

Meets all Expectations – Meets all performance expectations established for the job. At times exceeds performance expectations. Acceptable level of performance.

Partially Meets Expectations – For the most part, meets performance expectations, however some development is necessary. (A Performance Improvement Plan is required.)

Does not Meet Expectations – Consistently fails to meet performance expectations. A Performance Improvement Plan is required.)

Consider performance only in the area being rated and decide which rating best describes the trooper's performance over the past year. Comments to support each performance area are necessary because this is the ideal time to provide encouragement and feedback concerning the trooper's day-to-day operational proficiency. (Template allows spell check in Comments areas, and expands as text is entered.)

Proceed to rate the remaining performance areas in the same manner. Remember each performance area should be rated independently of the others. A typical officer will have both strong areas of performance as well as areas in need of improvement.

The Performance Summary shall then be completed to indicate the trooper's overall performance rating as "Satisfactory" or "Unsatisfactory." The rater should justify their rating under "Rater Comments." (Template allows spell check in Rater Comments area.) This rating should be an overall reflection of the performance dimensions used in the report and will be used for justification for step increases. An officer should be rated as "unsatisfactory" if her/she is rated "partially meets or does not meet expectations" in four or more of the behavioral dimensions.

After you have completed the form, arrange for a review conference with the trooper.

Develop a Performance Improvement Plan to establish goals and objectives to develop operational proficiency when an officer is rated as partially meets or does not meet expectations **in any dimension**.

After completion of the review conference, the post commander will list the names of all officers who contributed to the evaluation as well as the date of the review meeting.

Once the appraisal has been reviewed and discussed with the trooper, the original should be forwarded to the Office of Human Resource Management through District Headquarters where the evaluation should be reviewed and signed by a staff representative. A copy will be maintained at the post for periodic review by supervisors and the trooper.

DIMENSION – General Patrol/Traffic Enforcement

Applies & used proper traffic, civil, & criminal laws & codes to identify situations, investigate, & take appropriate action.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] has a good working knowledge of the O.R.C. He takes the appropriate enforcement action for the situation/incident he is handling.

DIMENSION – Equipment Use/Maintenance

Properly uses & maintains Division equipment.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] maintains his issued equipment and reports equipment problems to a supervisor. He has an assigned patrol car and maintains the car in a satisfactory manner.

DIMENSION – Interpersonal Skills

Interacts effectively with others, such as the public, co-workers, superiors, etc. under a variety of conditions & situations showing understanding and sensitivity.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] interacts well with his peers and is well liked. Trooper [REDACTED] is encouraged to maintain a positive work attitude and to lead by example.

DIMENSION – Commitment to Goals/Objectives/Special Programs

Pursues the goals & objectives set by the Division. Participates in special programs.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] is an active participant in the Division's ACE and Criminal Patrol Programs. He is also active in OVI enforcement and is encouraged to lead the way in OVI enforcement on the midnight shift. He is looked to for guidance from his peers in matters regarding criminal patrol. Trooper [REDACTED] earned a Criminal Patrol award in 2006 and had four Criminal Patrol points in 2007. He also has one stolen vehicle apprehension in 2007.

DIMENSION – Communication Skills

Communicates information using proper written language & format (e/g/ reports, notes, etc.) including the proper use of grammar. Communicates thoughts & feelings through spoken language.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] completes reports that are thorough and neat. His written and oral communication skills are very good.

DIMENSION – Professional Conduct / Public Relations

Promotes a positive image of the Ohio State Highway Patrol through professional appearance, demeanor, & fair treatment of all citizens.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] maintains a professional appearance at all times. He maintains a military demeanor and is fair to all he encounters. His appearance and demeanor reflect positively on the Division.

DIMENSION – Job Knowledge

Displays & maintains sound knowledge of Division & criminal justice system policies & procedures, rules & regulations, etc., in daily activities.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] has a sound knowledge of policy and procedure and the O.R.C. He readily seeks guidance from supervision when needed. He is encouraged to continue to broaden his knowledge through personal self development and work experience as he prepares himself for advancement.

DIMENSION – Planning and Organizing/Follow-Up

Organizes & plans work activities effectively, including the prioritization of task completion to meet schedules & deadlines.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] maintains his personal follow up in a satisfactory manner. He is encouraged to monitor his follow up to meet deadlines.

DIMENSION – Attendance

Reports for work, special details, court, & other situations where attendance is required in a reliable, consistent, & prompt manner.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] reports for duty and court as required. Trooper [REDACTED] did experience work attendance errors during this evaluation period.

Employee Personnel Records Review (HRMS)(PeopleSoft)

STATUS
(check all that apply) Reviewed with employee & information is current & training records are complete. Reviewed & additions / changes / deletions made in HRMS (PeopleSoft). Personnel records contain no training record at the time of this performance review.

Comments (Optional):

Signature of employee acknowledging review of his/her training records and are complete.

[Redacted Signature]

Signature of supervisor acknowledging the training records were reviewed with the employee.

Lt. J.M. Dargovich

Performance Summary

Overall rating for employee step advancement; meets or above on a majority of dimensions

Satisfactory Unsatisfactory

Rater Comments: To justify overall rating.

Trooper [Redacted] is a reliable member of the midnight shift. He has shown a genuine interest in the Criminal Patrol Program, earning a Criminal Patrol award in 2006 and earning four Criminal Patrol points thus far in 2007. Trooper [Redacted] is encouraged to exert himself as a shift leader as he prepares himself for advancement to the next level. He is encouraged to maintain a positive attitude and encourage those around him to do the same. Trooper [Redacted] possesses all the skills to exceed in every evaluation dimension. As Trooper [Redacted] works towards advancement, this next evaluation period presents the perfect opportunity to demonstrate his potential.

Completed By: *Lt. J.M. Dargovich*
Post Commander Date: 8/9/07

Completed By: *Sgt. J. Miller*
Assistant Post Commander Date: 8/9/07

Sgt. L. [Redacted]
Assistant Post Commander Date: 8/9/07

Assistant Post Commander Date: _____

Assistant Post Commander Date: _____

Reviewed With: [Redacted]
Trooper Date: 8/9/07

Reviewer: *Captain J. [Redacted]*
District Staff Representative Date: 8-9-07

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- **Ohio State Highway Patrol**



Ted Strickland, Governor
Henry Guzmán, Director
Colonel Richard H. Collins
Superintendent

Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

(614) 466-3003
January 2, 2008

Trooper [REDACTED]
Ohio State Highway Patrol
District 04 Post 78
P.O. Box 220
Southington, OH 44470

Dear Trooper [REDACTED]

Congratulations. You have qualified for promotional consideration based on your performance during the Assessment Center. You are among the top troopers in the State of Ohio eligible for promotional opportunities.

Your geographic preferences must be entered into Peoplesoft to be considered for promotion. Please take the time to review your selections for accuracy. Any changes to your geographic preferences can be made at any time; however, your supervisor or the secretary will need to make the updates for you. If you wish to decline from promotional consideration at any time, please remove your geographic preference selections and contact this office as soon as possible.

You should also verify and update your training, awards, and education records in PeopleSoft. This information is reviewed and used by the Promotion Board.

Please note, your promotional eligibility will remain active as long as you complete **one** Continuing Eligibility Credit (CEC) prior to December 1st of each calendar year. A list of approved CECs is available on the OSP Promotional Website available through the DPS Intranet. You are required to submit the CEC Request for Credit form available as a template through OSP-503.08.

If you have any questions, please feel free to contact Employee Evaluation and Development at (614) 644-5018.

Once again, congratulations on achieving this milestone in your career.

Sincerely,


Major Bruce A. Ludlow
Commander, Office of Human Resource Management

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- **Ohio State Highway Patrol**



Ted Strickland, Governor
Henry Guzmán, Director
Colonel Richard H. Collins
Superintendent

Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

January 7, 2009

Trooper [REDACTED]
Ohio State Highway Patrol
District 04 Post 78
P.O. Box 220
Southington, OH 44470

Dear Trooper [REDACTED]:

Congratulations. You have qualified for promotional consideration based on your Assessment Center score. You are among the top troopers in the State of Ohio eligible for promotional opportunities.

Your geographic preferences must be entered into Peoplesoft to be considered for promotion. Please take the time to review your selections for accuracy. Any changes to your geographic preferences can be made at any time; however, your supervisor or the secretary will need to make the updates for you. If you wish to decline from promotional consideration at any time, please remove your geographic preference selections and contact this office as soon as possible.

You should also verify and update your training, awards, and education records in PeopleSoft. This information is reviewed and used by the Promotion Board.

Please note, your promotional eligibility will remain active as long as you complete **one** Continuing Eligibility Credit (CEC) prior to December 1st of each calendar year. A list of approved CECs is available on the OSP Promotional Website available through the DPS Intranet. You are required to submit the CEC Request for Credit form (OHP1362) available as a template through the Central Repository System (CRS).

If you have any questions, please feel free to contact Employee Evaluation and Development at (614) 644-5018.

Once again, congratulations on achieving this milestone in your career.

Sincerely,



Major Daniel E. Kolcum
Commander, Office of Training, Selection, and Standards



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL

SEP 11 2009

**O.P.E.R.A.T.I.O.N.S.
EVALUATION**

NAME OF TROOPER Trooper [REDACTED]		UNIT [REDACTED]
DISTRICT 4	POST 78	
REVIEW PERIOD FROM 4/1/2009 TO 10/1/2009		
REVIEW TYPE <input checked="" type="checkbox"/> SPECIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> MID PROBATIONARY <input type="checkbox"/> FINAL PROBATIONARY		

Ohio State Highway Patrol

**O.P.E.R.A.T.I.O.N.S.
Evaluation**

**Observing
Performance
Evaluating
Results
And
Together
Implementing
Objectives
Needed to
Succeed**

DIMENSION – General Patrol/Traffic Enforcement

Knows, applies and uses proper traffic, civil and criminal laws and codes to identify violations and takes appropriate action.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] applies the proper sections of the Ohio Revised Code in his enforcement contacts. He has a vast working knowledge of the laws and their applications in different situations.

DIMENSION – Equipment Use/Maintenance

Properly uses & maintains all Division equipment.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] maintains his equipment extremely well and has the necessary supplies to do his job. He immediately notifies a supervisor when equipment is damaged or is in need of repair.

DIMENSION – Interpersonal Skills

Interacts effectively with others, such as the public, co-workers, superiors, etc. under a variety of conditions and situations showing understanding and sensitivity.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] interacts well with supervisors, co-workers, and professional staff at the post. He has established good working relationships with all facility personnel. He is encouraged to avoid getting caught up in rumors or unproductive conversations among his peers.

DIMENSION – Operational Leadership

Takes the initiative to be innovative and persistent in pursuing the goals and objectives of the Division including special programs. Is able to lead others by displaying skills such as team building, partnering, and adaptability.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] is on the verge of taking a more significant leadership roll on his shift and at the post. Since his return from military deployment in April of this year, he has transitioned back into his trooper role very effectively. He has been a steady contributor since his return. He has actually contributed more to the post's SBA, COM ENF, and AGG ENF programs than most of his peers. During this special evaluation period, Trooper Bonar has demonstrated initiative and persistence in pursuing established Division goals.

DIMENSION – Communication Skills

Communicates information using proper language formats (reports, notes, etc.) including the proper use of grammar. Communicates thoughts effectively through spoken language and non-verbal communications.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED]'s reports are complete, thorough, and accurate. However at times, they do require corrections. He is encouraged to double check his work prior to submitting it for supervisory review. He is an effective communicator. He displays professionalism when speaking with the public and his co-workers.

DIMENSION – Leadership Initiative

Demonstrates leadership attributes such as credibility, dependability and self-control. Promotes a positive image of the Patrol through appearance, demeanor, and actions. Is well-respected by others, including the general public.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] is dependable and has established a high degree of credibility with his peers, supervisors and area courts. He presents himself well and promotes a positive image of the Ohio State Highway Patrol.

DIMENSION – Planning and Organizing/Follow-Up

Organizes and plans work activities effectively, including the prioritization of tasks to meet schedules and deadlines. Monitors and follows up on tasks to ensure completion.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS: Trooper [REDACTED] is always current in his warrant and case follow-up. His reports are completed by required deadlines. He prioritizes his duties and requested tasks both efficiently and effectively.

DIMENSION – Problem Solving/Decision Making

Displays problem solving skills by identifying problems and gathering information. Is decisive and cognizant of downstream consequences when rendering decisions.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet


COMMENTS: Trooper ██████ possesses good decision making skills. He almost never has to ask a supervisor how to proceed on an incident. During demanding situations, he remains calm and disciplined which enables him to properly identify the appropriate course of action to resolve the situation.

EMPLOYEE PERSONNEL RECORDS REVIEW (PEOPLESOFT)

STATUS
(check all that apply)

- Reviewed with employee and information is current and training records are complete. Reviewed and additions/changes/deletions made in PeopleSoft. Personnel records contain no training record at the time of this performance review.

Comments (Optional):

SIGNATURE OF EMPLOYEE ACKNOWLEDGING REVIEW OF HIS/HER TRAINING RECORDS AND RECORDS ARE COMPLETE.
X 
SIGNATURE OF SUPERVISOR ACKNOWLEDGING THE TRAINING RECORDS WERE REVIEWED WITH THE EMPLOYEE.
X <i>L. J. M. Dragovich</i>

PERFORMANCE SUMMARY

Overall rating for employee step advancement; meets or above on a majority of dimensions

- Satisfactory Unsatisfactory

RATER COMMENTS: To justify overall rating.

Trooper Bonar is a well rounded trooper that has a great deal of potential. His performance during this special review period has been very good. He is encouraged to conduct a self-evaluation of his performance in Operational Leadership and Leadership Initiative, which may very well lead him to a fresh approach to performing his duties. It may also enable him to further develop the leadership skills he possesses. Throughout this evaluation period, he has presented a positive image for the Division.

COMPLETED BY

POST COMMANDER	DATE
X <i>L. J. M. Dragovich</i>	9.10.09
ASSISTANT POST COMMANDER	DATE
X <i>Sgt. [Signature]</i>	9.10.09
ASSISTANT POST COMMANDER	DATE
X <i>Sgt. C. F. Mendenhall</i>	9.10.09
ASSISTANT POST COMMANDER	DATE
X <i>Sgt. [Signature]</i>	9-10-09
ASSISTANT POST COMMANDER	DATE
X	

REVIEWED WITH

TROOPER	DATE
X 	9.10.09

REVIEWER

DISTRICT STAFF REPRESENTATIVE	DATE
X <i>Captain [Signature]</i>	9-10-09

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. Evaluation

NAME Trooper [REDACTED]	DATE 09/10/2009
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Past Goals Evaluation

Evaluate the goal(s) if set following the employee's previous Performance Review. Comments are required.

DIMENSION: N/A

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

Special Note: "Comments" will expand to fit the text. A completed Performance Review is **NOT** limited to three (3) pages.

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. EVALUATION
FUTURE GOALS

This form must be completed when a dimension is rated below "meets".

NAME Trooper [REDACTED]	DIVISION OSP	DISTRICT 4	POST 78
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Dimension: Operational Leadership

Description of Goal / Objective: Increase involvement in the Criminal Patrol Program, earn the Ace Award and the Criminal Patrol Award in 2009.

Start Date: 10/1/2009 End Date: 10/1/2010

How will progress be evaluated? monitor monthly performance

Dimension: _____

Description of Goal / Objective: _____

Start Date: _____ End Date: _____

How will progress be evaluated? _____

Dimension: _____

Description of Goal / Objective: _____

Start Date: _____ End Date: _____

How will progress be evaluated? _____

Dimension: _____

Description of Goal / Objective: _____

Start Date: _____ End Date: _____

How will progress be evaluated? _____

Acknowledged:

MANAGER/SUPERVISOR'S SIGNATURE X <u>[Signature]</u>	DATE <u>9-10-09</u>	EMPLOYEE'S SIGNATURE X [REDACTED]	DATE <u>9-10-09</u>
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OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL

O.P.E.R.A.T.I.O.N.S. EVALUATION

NAME OF TROOPER [REDACTED]		UNIT [REDACTED]
DISTRICT Warren District 4	POST Warren Post 78	
REVIEW PERIOD FROM 9/5/2009 TO 9/5/2010		
REVIEW TYPE <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> MID PROBATIONARY <input type="checkbox"/> FINAL PROBATIONARY		

Ohio State Highway Patrol

O.P.E.R.A.T.I.O.N.S. Evaluation

Observing
Performance
Evaluating
Results
And
Together
Implementing
Objectives
Needed to
Succeed

INSTRUCTIONS FOR COMPLETION

On the following pages are eight behavioral dimensions which define the job of a trooper. The final part of the evaluation consists of goal setting sheets to be used for development when an officer is rated as partially meets or does not meet expectations.

Consider the performance of the trooper during the rating period. For each dimension, read the description and assign a rating level. **The ratings levels are:**

- **Far Exceeds Expectations** – Far exceeds performance expectations by consistently demonstrating excellent performance.
- **Exceeds Expectations** – Frequently exceeds performance expectations. High level of performance.
- **Meets all Expectations** – Meets all performance expectations established for the job. At times exceeds performance expectations. Acceptable level of performance.
- **Partially Meets Expectations** – For the most part, meets performance expectations; however, some development is necessary. A Future Goal is required to be developed for the dimension.
- **Does not Meet Expectations** – Consistently fails to meet performance expectations. A Future Goal is required to be developed for the dimension.

Consider performance only in the dimension being rated and decide which rating best describes the trooper's performance over the rating period. Comments to support each rating are necessary to provide encouragement and feedback concerning the trooper's day-to-day operational proficiency.

Proceed to rate the remaining dimensions in the same manner. Remember each dimension should be rated independently of the others. A typical officer will have both strong areas of performance as well as areas in need of improvement.

If goals were established during the last rating period, evaluate the progress or achievement of the goal(s) on the Past Goals sheet.

The Performance Summary shall then be completed to indicate the trooper's overall performance rating as "*Satisfactory*" or "*Unsatisfactory*." The rater should justify the rating under "*Rater Comments*." This rating should be an overall reflection of the performance dimensions used in the report and will be used for justification for step increases. An officer should be rated as "unsatisfactory" if her/she is rated "partially meets or does not meet expectations" in five or more of the behavioral dimensions.

After you have completed the form, arrange for a review conference with the trooper.

If necessary, develop Future Goals on the sheet provided to develop operational proficiency when an officer is rated as partially meets or does not meet expectations **in any dimension**.

After completion of the review conference, the post commander will list the names of all officers who contributed to the evaluation as well as the date of the review meeting. The post commander and the trooper should sign the evaluation form and the Future Goals sheet if necessary.

After the evaluation has been reviewed with the trooper, the original should be forwarded to the District Headquarters where the evaluation should be reviewed and signed by a district staff representative. The evaluation is then forwarded to Human Resources. It is retained for two years plus the current year. A copy of the evaluation will be maintained at the post for review by supervisors and the trooper.

DIMENSION – General Patrol/Traffic Enforcement

Knows, applies and uses proper traffic, civil and criminal laws and codes to identify violations and takes appropriate action.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] applies the proper sections of the Ohio Revised Code in his enforcement contacts. He has a vast working knowledge of traffic as well as criminal statutes and their applications in different situations.

DIMENSION – Equipment Use/Maintenance

Properly uses & maintains all Division equipment.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] maintains his equipment and has the necessary supplies to do his job. He immediately notifies a supervisor when division equipment is damaged or is in need of repair.

DIMENSION – Interpersonal Skills

interacts effectively with others, such as the public, co-workers, superiors, etc. under a variety of conditions and situations showing understanding and sensitivity.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] proficiently interacts with his supervisors, co-workers, and professional staff at the Post. During this evaluation period he has shown growth with his interactions with others at the Post and has learned to not become involved in negativity.

DIMENSION – Operational Leadership

Takes the initiative to be innovative and persistent in pursuing the goals and objectives of the Division including special programs. Is able to lead others by displaying skills such as team building, partnering, and adaptability.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] during this evaluation period, has become a leader in the Criminal Patrol program. Currently he is leading the Post with 10 criminal patrol points and 1 blue max apprehension. He has been selected to work with the District Criminal Patrol team in the upcoming weeks. He is also second at the Post in OVI enforcement. He needs to use these same skills and become more involved in the commercial vehicle and safety belt programs and be more well rounded in his operations.

DIMENSION – Communication Skills

Communicates information using proper language formats (reports, notes, etc.) including the proper use of grammar. Communicates thoughts effectively through spoken language and non-verbal communications.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED]'s reports are complete, thorough, and accurate. He is able to effectively communicate through spoken and written communications. He is proficient and professional when speaking with the public and his co-workers. He is very skillful when completing case reports and has very good writing skills.

DIMENSION – Leadership Initiative

Demonstrates leadership attributes such as credibility, dependability and self-control. Promotes a positive image of the Patrol through appearance, demeanor, and actions. Is well-respected by others, including the general public.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] is dependable and has established a high degree of credibility with his peers, supervisors and area courts. He presents himself well and promotes a positive image of the Ohio State Highway Patrol. He is encouraged to become a leader on his shift and use all of his skills, and continue to pursue his goal of advancing to the next level.

DIMENSION – Planning and Organizing/Follow-Up

Organizes and plans work activities effectively, including the prioritization of tasks to meet schedules and deadlines. Monitors and follows up on tasks to ensure completion.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] is always current in his warrant and case follow-up as well as completing reports by required deadlines. He prioritizes his duties and requested tasks both efficiently and effectively.

DIMENSION – Problem Solving/Decision Making

Displays problem solving skills by identifying problems and gathering information. Is decisive and cognizant of downstream consequences when rendering decisions.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] has a strong and vast job knowledge base that enables him to make sound decisions and solve problems appropriately. His decision making process takes outcomes and consequences into consideration. He will seek guidance from his peers and supervisors when necessary.

EMPLOYEE PERSONNEL RECORDS REVIEW (PEOPLESOFT)

STATUS
(check all that apply) Reviewed with employee and information is current and training records are complete. Reviewed and additions/changes/deletions made in PeopleSoft. Personnel records contain no training record at the time of this performance review.

Comments (Optional):

SIGNATURE OF EMPLOYEE ACKNOWLEDGING REVIEW OF HIS/HER TRAINING RECORDS AND RECORDS ARE COMPLETE.
X
SIGNATURE OF SUPERVISOR ACKNOWLEDGING THE TRAINING RECORDS WERE REVIEWED WITH THE EMPLOYEE.
X

PERFORMANCE SUMMARY

Overall rating for employee step advancement; meets or above on a majority of dimensions

Satisfactory Unsatisfactory

RATER COMMENTS: To justify overall rating.

Trooper Bonar is a well rounded trooper that has a great deal of potential. He possesses the skills and abilities to act as a leader on his shift and supervisors seek his input during demanding situations. He is a leader in the Criminal Patrol program and stays involved in other programs as well. He is encouraged to continue to hone these skills and pursue his personal goal of advancing to the next level.

COMPLETED BY

POST COMMANDER	DATE
X	7-14-2010
ASSISTANT POST COMMANDER	DATE
X	7-14-2010
ASSISTANT POST COMMANDER	DATE
X	7/14/2010
ASSISTANT POST COMMANDER	DATE
X	7/14/2010
ASSISTANT POST COMMANDER	DATE
X	

REVIEWED WITH

TROOPER	DATE
X	7/22/2010
REVIEWER	DATE
DISTRICT STAFF REPRESENTATIVE	DATE
X	7-26-2010

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. EVALUATION
Past Goals Evaluation

Evaluate the goal(s) if set following the employee's previous Performance Review. Comments are required.

NAME	DATE
------	------

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

Special Note: "Comments" will expand to fit the text. A completed Performance Review is **NOT** limited to three (3) pages.

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. EVALUATION
Future Goals

This form must be completed when a dimension is rated below "meets".

NAME [REDACTED]	DIVISION OSP	DISTRICT Warren	POST 78
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Dimension:

Operational Leadership

Description of Goal/Objective:

Increase involvement in Commercial vehicle and safety belt enforcement.

Start Date: 7/14/2010 End Date: 7/14/11

How will progress be evaluated?

Supervisors will monitor activity and provide training.

Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?



Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Acknowledged:

MANAGER/SUPERVISOR'S SIGNATURE X 	DATE 7-14-10	EMPLOYEE'S SIGNATURE X 	DATE 07/22/2010
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John R. Kasich, Governor
Thomas P. Charles, Director
Colonel John Born
Superintendent

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

January 26, 2011

Trooper [REDACTED]
Ohio State Highway Patrol
District 04 Post 78
P.O. Box 220
Southington, OH 44470

Dear Trooper [REDACTED]

Congratulations. You have qualified for promotional consideration based on your total Assessment Center score. You are among the top troopers in the State of Ohio eligible for promotional opportunities.

Your geographic preferences must be entered into Peoplesoft to be considered for promotion. Please take the time to review your selections for accuracy. Any changes to your geographic preferences can be made at any time; however, your supervisor or the secretary will need to make the updates for you. If you wish to decline from promotional consideration at any time, please remove your geographic preference selections and contact this office as soon as possible.

You should also verify and update your training, awards, and education records in PeopleSoft. This information is reviewed and used by the Promotion Board.

Please note, your promotional eligibility will remain active as long as you complete **one** Continuing Eligibility Credit (CEC) prior to December 1st of each calendar year. A list of approved CECs is available on the OSP Promotional Website available through the DPS Intranet. You are required to submit the CEC Request for Credit form (OHP1363) available as a template through the Central Repository System (CRS).

If you have any questions, please feel free to contact Employee Evaluation and Development at (614) 644-5018.

Once again, congratulations on achieving this milestone in your career.

Sincerely,

Major George J. Williams
Commander, Office of Personnel



JUL 28 2011

**O.P.E.R.A.T.I.O.N.S.
EVALUATION**

NAME OF TROOPER [REDACTED]		UNIT [REDACTED]
DISTRICT Warren District 4	POST Warren Post 78	
REVIEW PERIOD FROM 9/5/2010 TO 9/5/2011		
REVIEW TYPE <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> MID PROBATIONARY <input type="checkbox"/> FINAL PROBATIONARY		

Ohio State Highway Patrol

**O.P.E.R.A.T.I.O.N.S.
Evaluation**

Observing
Performance
Evaluating
Results
And
Together
Implementing
Objectives
Needed to
Succeed

INSTRUCTIONS FOR COMPLETION

On the following pages are eight behavioral dimensions which define the job of a trooper. The final part of the evaluation consists of goal setting sheets to be used for development when an officer is rated as partially meets or does not meet expectations.

Consider the performance of the trooper during the rating period. For each dimension, read the description and assign a rating level. **The ratings levels are:**

- **Far Exceeds Expectations** – Far exceeds performance expectations by consistently demonstrating excellent performance.
- **Exceeds Expectations** – Frequently exceeds performance expectations. High level of performance.
- **Meets all Expectations** – Meets all performance expectations established for the job. At times exceeds performance expectations. Acceptable level of performance.
- **Partially Meets Expectations** – For the most part, meets performance expectations; however, some development is necessary. A Future Goal is required to be developed for the dimension.
- **Does not Meet Expectations** – Consistently fails to meet performance expectations. A Future Goal is required to be developed for the dimension.

Consider performance only in the dimension being rated and decide which rating best describes the trooper's performance over the rating period. Comments to support each rating are necessary to provide encouragement and feedback concerning the trooper's day-to-day operational proficiency.

Proceed to rate the remaining dimensions in the same manner. Remember each dimension should be rated independently of the others. A typical officer will have both strong areas of performance as well as areas in need of improvement.

If goals were established during the last rating period, evaluate the progress or achievement of the goal(s) on the Past Goals sheet.

The Performance Summary shall then be completed to indicate the trooper's overall performance rating as "*Satisfactory*" or "*Unsatisfactory*." The rater should justify the rating under "*Rater Comments*." This rating should be an overall reflection of the performance dimensions used in the report and will be used for justification for step increases. An officer should be rated as "unsatisfactory" if her/she is rated "partially meets or does not meet expectations" in five or more of the behavioral dimensions.

After you have completed the form, arrange for a review conference with the trooper.

If necessary, develop Future Goals on the sheet provided to develop operational proficiency when an officer is rated as partially meets or does not meet expectations **in any dimension**.

After completion of the review conference, the post commander will list the names of all officers who contributed to the evaluation as well as the date of the review meeting. The post commander and the trooper should sign the evaluation form and the Future Goals sheet if necessary.

After the evaluation has been reviewed with the trooper, the original should be forwarded to the District Headquarters where the evaluation should be reviewed and signed by a district staff representative. The evaluation is then forwarded to Human Resources. It is retained for two years plus the current year. A copy of the evaluation will be maintained at the post for review by supervisors and the trooper.

DIMENSION – General Patrol/Traffic Enforcement

Knows, applies and uses proper traffic, civil and criminal laws and codes to identify violations and takes appropriate action.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] consistently demonstrates the ability to identify and take proper enforcement action on violations that occur in his presence or in the investigation that he handles. Trooper [REDACTED] uses a variety of ORC sections and applies them properly in all instances. During this evaluation period, Trooper [REDACTED] was temporarily assigned to the Criminal Patrol Team. He did a good job on the assignment, which shows diversity in his knowledge of the ORC.

DIMENSION – Equipment Use/Maintenance

Properly uses & maintains all Division equipment.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] takes excellent care of all issued equipment and is skilled in the use of it. His patrol car is always clean and organized. It is obvious that he takes pride in his appearance.

DIMENSION – Interpersonal Skills

Interacts effectively with others, such as the public, co-workers, superiors, etc. under a variety of conditions and situations showing understanding and sensitivity.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] interacts well with the public, showing sensitivity and understanding while doing his job effectively. He gets along well with post personnel and does not allow himself to get caught up in rumors, realizing it would be detrimental to post operations. He is compassionate, understanding, and sensitive to the needs of others but is not afraid to voice his opinion. Trooper [REDACTED] is respectful and courteous during all contacts.

DIMENSION – Operational Leadership

Takes the initiative to be innovative and persistent in pursuing the goals and objectives of the Division including special programs. Is able to lead others by displaying skills such as team building, partnering, and adaptability.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] has shown strong operational leadership skills over the past year. He strives to assist the post in attaining its goals. He encourages and guides others to focus on that same objective. Trooper [REDACTED] has spent a significant amount of time away from his assigned shift over this evaluation period, but has begun to re-assert himself as a leader on the midnight shift. Trooper [REDACTED] has implemented a program on the midnight shift that focuses OVI enforcement in the northern portion of the county. Trooper [REDACTED] is one of the senior troopers on the midnight shift and is often sought out for advice, leadership, and guidance by the other troopers.

DIMENSION – Communication Skills

Communicates information using proper language formats (reports, notes, etc.) including the proper use of grammar. Communicates thoughts effectively through spoken language and non-verbal communications.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] is an effective communicator who is able to converse with anyone on any level. All reports are completed in a professional manner; it is apparent he takes pride in the quality of work he produces. He is able to communicate thoughts and feelings through spoken language. Trooper [REDACTED] has excellent listening skills and is always attentive when being given instructions or assigned tasks. His oral communications are very good; he takes time to formulate his thoughts before making comments.

DIMENSION – Leadership Initiative

Demonstrates leadership attributes such as credibility, dependability and self-control. Promotes a positive image of the Patrol through appearance, demeanor, and actions. Is well-respected by others, including the general public.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] is dependable and can be entrusted to successfully and professionally carry out any task.

Trooper [REDACTED] has a calm demeanor and maintains self-control in all situations. He carries himself in a professional manner and promotes a positive image of the Division through his positive attitude, actions, and demeanor.

DIMENSION – Planning and Organizing/Follow-Up

Organizes and plans work activities effectively, including the prioritization of tasks to meet schedules and deadlines. Monitors and follows up on tasks to ensure completion.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Trooper [REDACTED] completes all reports in a timely fashion and has established an effective follow-up system. He stays current with policy and procedure and never needs prompting from management to complete any tasks expected of or assigned to him.

DIMENSION – Problem Solving/Decision Making

Displays problem solving skills by identifying problems and gathering information. Is decisive and cognizant of downstream consequences when rendering decisions.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet



COMMENTS:

Trooper [REDACTED] has shown improvement in this area in recent history. He has no problem maintaining self-control and making competent and proper decisions during any situation. His years of experience, combined with his calm demeanor and common sense, make for sound decision-making and control even during the most demanding situations. He is fully aware of the consequences of his decisions; subsequently he makes decisions that do not compromise the integrity of the Division.

EMPLOYEE PERSONNEL RECORDS REVIEW (PEOPLESOFT)

STATUS (check all that apply) Reviewed with employee and information is current and training records are complete. Reviewed and additions/changes/deletions made in PeopleSoft. Personnel records contain no training record at the time of this performance review.

Comments (Optional):


SIGNATURE OF EMPLOYEE ACKNOWLEDGING REVIEW OF HIS/HER TRAINING RECORDS AND RECORDS ARE COMPLETE.
X 
SIGNATURE OF SUPERVISOR ACKNOWLEDGING THE TRAINING RECORDS WERE REVIEWED WITH THE EMPLOYEE.
X 

PERFORMANCE SUMMARY

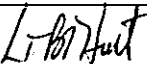
Overall rating for employee step advancement; meets or above on a majority of dimensions

Satisfactory Unsatisfactory


RATER COMMENTS: To justify overall rating.

Trooper  is a self-motivating officer that is goal-oriented. He has a plan for his career and works hard at attaining his goals. He manages his time well and does not leave work for others to complete. He makes good, sound decisions that are based on policy, experience, and common sense. He works closely with his peers and leads by example. His appearance, demeanor, work ethic and attitude exude the pride he has in himself and the Division, alike. He is an asset to the Warren Post and his work ethic is an example for others to follow. Trooper Bonar is encouraged to maintain his focus on his aspirations of becoming a supervisor and continue his role as a leader at the post.

COMPLETED BY

POST COMMANDER X 	DATE 7/27/2011
ASSISTANT POST COMMANDER X Sgt. R.L. Skabes	DATE 7/27/2011
ASSISTANT POST COMMANDER X Sgt. M.A. Harmon	DATE 7/27/2011
ASSISTANT POST COMMANDER X Sgt. J. Robinson	DATE 7/27/2011
ASSISTANT POST COMMANDER X	DATE

REVIEWED WITH

TROOPER X 	DATE 07-28-2011
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REVIEWER

DISTRICT STAFF REPRESENTATIVE X 	DATE 7-28-11
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OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. EVALUATION
Past Goals Evaluation

Evaluate the goal(s) if set following the employee's previous Performance Review. Comments are required.

NAME [REDACTED]	DATE 7/27/2011
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DIMENSION:

Operational Leadership

GOAL:

Increase involvement in commercial and safety belt enforcement.

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

Trooper [REDACTED] has shown a 19% increase in commercial enforcement and a 17% increase in seatbelt enforcement over this evaluation period.

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

Special Note: "Comments" will expand to fit the text. A completed Performance Review is **NOT** limited to three (3) pages.

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL
O.P.E.R.A.T.I.O.N.S. EVALUATION
Future Goals

This form must be completed when a dimension is rated below "meets".

NAME [REDACTED]	DIVISION OSP	DISTRICT 04	POST 78
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Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Dimension:

Description of Goal/Objective:

Start Date: End Date:

How will progress be evaluated?

Acknowledged:

MANAGER/SUPERVISOR'S SIGNATURE X	DATE	EMPLOYEE'S SIGNATURE X	DATE
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NOV 21 2011

PERFORMANCE REVIEW
BARGAINING UNIT - PROTECTIVE SERVICES

NAME [REDACTED]		DATE OF EVALUATION 11/15/2011
CLASSIFICATION TITLE Sergeant		OAKS POSITION # (8 digits) [REDACTED]
AGENCY Department of Public Safety	DIVISION Ohio State Highway Patrol	OFFICE/SECTION/POST Ashtabula Post
REVIEW PERIOD From: 8/30/2011	(MM/DD/YYYY year must be four characters) To: 11/30/2011	REVIEW DEADLINE 11/23/2011

REVIEW TYPE

MID-PROBATIONARY FINAL PROBATIONARY ANNUAL SPECIAL

PERFORMANCE SUMMARY

Overall rating for employee step advancement: Meets or Above on a majority of dimensions:

SATISFACTORY UNSATISFACTORY

RATER'S COMMENTS: To justify overall rating.

Sergeant [REDACTED] is a new supervisor; he has quickly learned what is required of him. Sergeant [REDACTED] takes pride in his work; it shows in the quality of his work product. Sergeant [REDACTED] has developed a good follow-up system; he plans ahead when he is not going to be at the post due to military obligations. Sergeant [REDACTED] is encouraged to continue developing his own style of leadership while continuing to assist in the development of his shift.

RATER'S SIGNATURE
X *L. J. L. Sutt*

DATE
11/15/11

REVIEWER'S COMMENTS:

CONTINUE TO LEARN YOUR NEW JOB RESPONSIBILITIES AND DEVELOP YOUR MANAGEMENT STYLE. HOLD SUBORDINATES ACCOUNTABLE AND LEAD BY EXAMPLE.

REVIEWER'S SIGNATURE
X *Captain [Signature]*

DATE
11-25-11

I have read the above: I have I have not responded on an attached sheet of paper. My signature may not indicate agreement with the ratings. I understand that performance reviews may be appealed and that failure to sign this form waives my right to appeal.

EMPLOYEE'S SIGNATURE
X [REDACTED]

DATE
11/15/11

APPROVED
X *James P. [Signature]*

DATE
11-28-11

OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT - PROTECTIVE SERVICES

NAME [REDACTED]	DATE 11/15/2011
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DIMENSION – Quality

Applies knowledge and performs duties appropriately in situations involving those entrusted to his/her charge. Completes work in an



NOV 21 2011

**PERFORMANCE REVIEW
BARGAINING UNIT - PROTECTIVE SERVICES**

NAME [REDACTED]		DATE OF EVALUATION 11/15/2011
CLASSIFICATION TITLE Sergeant		OAKS POSITION # (8 digits) [REDACTED]
AGENCY Department of Public Safety	DIVISION Ohio State Highway Patrol	OFFICE/SECTION/POST Ashtabula Post
REVIEW PERIOD From: 8/30/2011	(MM/DD/YYYY year must be four characters) To: 11/30/2011	REVIEW DEADLINE 11/23/2011

REVIEW TYPE

MID-PROBATIONARY FINAL PROBATIONARY ANNUAL SPECIAL

PERFORMANCE SUMMARY

Overall rating for employee step advancement: Meets or Above on a majority of dimensions:

SATISFACTORY UNSATISFACTORY

RATER'S COMMENTS: To justify overall rating.

Sergeant [REDACTED] is a new supervisor; he has quickly learned what is required of him. Sergeant [REDACTED] takes pride in his work; it shows in the quality of his work product. Sergeant [REDACTED] has developed a good follow-up system; he plans ahead when he is not going to be at the post due to military obligations. Sergeant [REDACTED] is encouraged to continue developing his own style of leadership while continuing to assist in the development of his shift.

RATER'S SIGNATURE
X *J. L. Sutt*

DATE
11/15/11

REVIEWER'S COMMENTS:

CONTINUE TO LEARN YOUR NEW JOB RESPONSIBILITIES AND DEVELOP YOUR MANAGEMENT STYLE. HOLD SUBORDINATES ACCOUNTABLE AND LEAD BY EXAMPLE.

REVIEWER'S SIGNATURE
X *Captain [Signature]*

DATE
11-25-11

I have read the above: I have I have not responded on an attached sheet of paper. My signature may not indicate agreement with the ratings. I understand that performance reviews may be appealed and that failure to sign this form waives my right to appeal.

EMPLOYEE'S SIGNATURE
X [REDACTED]

DATE
11/15/11

APPOINTING AUTHORITY'S SIGNATURE
X [REDACTED]

DATE

OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT - PROTECTIVE SERVICES

NAME [REDACTED]	DATE 11/15/2011
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DIMENSION – Quality

Applies knowledge and performs duties appropriately in situations involving those entrusted to his/her charge. Completes work in an accurate, neat, well-organized, thorough manner.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] completes assigned tasks in a neat and well organized manner. Sergeant [REDACTED] needs to continue learning his new job tasks.

DIMENSION – Quantity/Timeliness

Generates amount of work expected on schedule. Should reflect the entire scope of employee's duties.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] completes assigned tasks ahead of schedule and of an acceptable quality. Sergeant [REDACTED] can be relied upon to complete all tasks in a timely manner.

DIMENSION – Teamwork/Cooperation

Performs to group effort. Establishes positive working relationship with others. Cooperates with supervisors. Carries out oral and/or written instructions.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] assists other units by volunteering to handle crashes and any calls that need response. Sergeant [REDACTED] maintains positive working relationships with post personnel.

DIMENSION – Communication

Listens to, reads and understands information. Relays accurate, appropriate and clear information in written and/or oral form.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED]'s written correspondence is at an acceptable level. Sergeant [REDACTED] has very good oral communication skills, this helps greatly with motivating his assigned units.

DIMENSION – Demanding Situations

Demonstrates control of self and others under crisis or emergency situations.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant Bonar effectively directs the actions of his subordinates in emergency situations. Sergeant Bonar can be relied upon to make good decisions under pressure.

DIMENSION – Direction and Coordination

Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being and safety of individuals within scope of responsibility.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] knows the Division, District, and Post goals. Sergeant [REDACTED] explains his expectations to subordinates and follows up to ensure goals are being met. Sergeant [REDACTED] ensures the safety of personnel under his command.

DIMENSION – Policies / Procedures

Demonstrates knowledge of the rules and regulations and follows them without being reminded.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] is familiar with policy and procedure and conducts himself in accordance with Division directives.

DIMENSION – Commitment to Goals/Objectives/Special Programs

Pursues the goals and objectives set by the Department/Division/Unit. Participates in special programs.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] participates in Special Programs at the Post, District, and State level, he leads by example.
Sergeant [REDACTED] is learning how to manage his administrative and road time, he ensures the appropriate amount of time is spent on the road.

Special Note: "Comments" will expand to fit the text. A completed Performance Review is **NOT** limited to two (2) pages.

OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT – PROTECTIVE SERVICES

NAME [REDACTED]	DATE 11/15/2011
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Past Goals Evaluation

Evaluate the goal(s) if set following the employee's previous Performance Review. Comments are required.

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

DIMENSION:

GOAL:

STATUS: Completed In Progress

RATING LEVEL: Above Target On Target Below Target

COMMENTS:

Special Note: "Comments" will expand to fit the text. A completed Performance Review is NOT limited to three (3) pages.



**PERFORMANCE REVIEW
FUTURE GOALS**

This form must be completed when a dimension is rated below "meets".

NAME [REDACTED]	DIVISION Ohio State Highway Patrol	OFFICE/SECTION/POST Ashtabula Post
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DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

Acknowledged:

MANAGER/SUPERVISOR'S SIGNATURE X	DATE
EMPLOYEE'S SIGNATURE X	DATE

OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT - PROTECTIVE SERVICES

NAME (REQUIRED ENTRY - TYPE OR PRINT) [REDACTED]		DATE 11/15/2011
CLASSIFICATION TITLE (required entry) Sergeant	DIVISION Ohio State Highway Patrol	OAKS POSITION # (8 digits) [REDACTED]

POSITION DESCRIPTION REVIEW (Please attach a copy of the position description reviewed with the employee - even if no changes are required. This section is not required for OSHP or OIU Commissioned Officers.)

STATUS (check ONLY one)

Attached position description reviewed with employee and matches job duties.

Attached position description reviewed with employee and required changes are listed below.

No position description exists currently - under development.

To match CURRENT JOB DUTIES the following changes to the employee's ATTACHED POSITION DESCRIPTION are required:

Signature of employee acknowledging the attached position description accurately reflects job duties assigned or will reflect duties after attached changes (or those listed above) are completed.
X

Signature of supervisor acknowledging the attached position description accurately reflects job duties assigned and was reviewed with the employee.
X

Date, time, and HRM employee completing the update of the employee's POSITION DESCRIPTION:

EMPLOYEE PERSONNEL RECORDS REVIEW (HRMS)(PeopleSoft)

STATUS (check all that apply)

Reviewed with employee and information is current and training records are complete.

Reviewed and additions / changes / deletions made in HRMS (PeopleSoft).

Personnel records contain no training record at the time of this performance review.

Comments (Optional):

Signature of employee acknowledging review of his/her training records and are complete.
X [REDACTED]

Signature of supervisor acknowledging training records were reviewed with the employee.
X *[Signature]*



NAME [REDACTED]		DATE OF EVALUATION 1/31/2012
CLASSIFICATION TITLE Sergeant		OAKS POSITION # (8 digits) [REDACTED]
AGENCY Department of Public Safety	DIVISION Ohio State Highway Patrol	OFFICE/SECTION/POST Ashtabula Post
REVIEW PERIOD From: 10/1/2011	(MM/DD/YYYY year must be four characters) To: 2/29/2012	REVIEW DEADLINE 2/29/2012

REVIEW TYPE

MID-PROBATIONARY FINAL PROBATIONARY ANNUAL SPECIAL

PERFORMANCE SUMMARY

Overall rating for employee step advancement: Meets or Above on a majority of dimensions:

SATISFACTORY UNSATISFACTORY

RATER'S COMMENTS: To justify overall rating.
Sergeant [REDACTED] is a valued asset of the Ashtabula Patrol Post; he has quickly established himself as reliable supervisor and continues to learn his new position. Sergeant [REDACTED] takes pride in his work; it shows in the quality of his work product. Sergeant [REDACTED] has quickly developed his own style of leadership; he can be counted on to make sound decisions. Sergeant [REDACTED] is encouraged to continue leading by example while assisting in the development of his shift.

RATER'S SIGNATURE X <i>J.R. Smith</i>	DATE 1-31-12
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REVIEWER'S COMMENTS:
[REDACTED]
I APPRECIATE YOUR HARD WORK AND COMMITMENT TO YOUR NEW POSITION. CONTINUE TO HOLD SUBORDINATES ACCOUNTABLE AND CONTINUE TO DEVELOP YOUR MANAGEMENT STYLE.

REVIEWER'S SIGNATURE X <i>Capton</i>	DATE 2-13-12
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I have read the above I have I have not responded on an attached sheet of paper. My signature may not indicate agreement with the ratings. I understand that performance reviews may be appealed and that failure to sign this form waives my right to appeal.

EMPLOYEE'S SIGNATURE X [REDACTED]	DATE 01/31/2012
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APPOINTING AUTHORITY'S SIGNATURE X <i>James P. Charles</i>	DATE 2-13-12
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OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT - PROTECTIVE SERVICES

NAME [REDACTED]	DATE 1/31/2012
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DIMENSION - Quality

Applies knowledge and performs duties appropriately in situations involving those entrusted to his/her charge. Completes work in an accurate, neat, well-organized, thorough manner.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] completes assigned tasks in a neat and well organized manner. Sergeant [REDACTED] has learned his new job tasks and produces an acceptable work product.

DIMENSION - Quantity/Timeliness

Generates amount of work expected on schedule. Should reflect the entire scope of employee's duties.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] completes assigned tasks ahead of schedule and of an acceptable quality. Sergeant [REDACTED] can be relied upon to complete urgent items in a timely manner.

DIMENSION - Teamwork/Cooperation

Performs to group effort. Establishes positive working relationship with others. Cooperates with supervisors. Carries out oral and/or written instructions.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] continues to function as a team player. He readily assists other units by volunteering to handle crashes. He maintains positive working relationships with post personnel. Sergeant [REDACTED] continues to learn the job of a sergeant; he clearly establishes goals for his shift.

DIMENSION - Communication

Listens to, reads and understands information. Relays accurate, appropriate and clear information in written and/or oral form.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] takes time to listen to others point of view. Sergeant [REDACTED]'s written communication is of high quality and seldom needs correction.

DIMENSION - Demanding Situations

Demonstrates control of self and others under crisis or emergency situations.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] effectively directs the actions of his subordinates in emergency situations. Sergeant [REDACTED] can be relied upon to make good decisions under pressure.

DIMENSION - Direction and Coordination

Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being and safety of individuals within scope of responsibility.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] knows the Division, District, and Post goals. Sergeant [REDACTED] explains his expectations to subordinates and follows up to ensure goals are being met. Sergeant [REDACTED] is currently the fill-in sergeant, he is encouraged to use his skills to motivate units he supervises. Sergeant [REDACTED] ensures the safety of personnel under his command. Sergeant [REDACTED] is in the Military, he has shown forward thinking as it applies to follow-up when he will be gone for extended periods.

DIMENSION – Policies / Procedures

Demonstrates knowledge of the rules and regulations and follows them without being reminded.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] is familiar with policy and procedure and conducts himself in accordance with Division directives.

DIMENSION – Commitment to Goals/Objectives/Special Programs

Pursues the goals and objectives set by the Department/Division/Unit. Participates in special programs.

RATING LEVEL Far Exceeds Exceeds Meets Partially Meets Does Not Meet

COMMENTS:

Sergeant [REDACTED] participates in Special Programs at the Post, District, and State level, he leads by example. Sergeant [REDACTED] is very skilled in the area of Criminal Patrol; he is encouraged to pass his knowledge onto his shift. Sergeant [REDACTED] continues to learn how to manage his administrative and road time, he ensures the appropriate amount of time is spent on the road.

Special Note: "Comments" will expand to fit the text. A completed Performance Review is NOT limited to two (2) pages.

OHIO DEPARTMENT OF PUBLIC SAFETY
PERFORMANCE REVIEW BARGAINING UNIT - PROTECTIVE SERVICES

NAME (REQUIRED ENTRY - TYPE OR PRINT) [REDACTED]		DATE 1/31/2012
CLASSIFICATION TITLE (required entry) Sergeant	DIVISION Ohio State Highway Patrol	OAKS POSITION # (8 digits) [REDACTED]

POSITION DESCRIPTION REVIEW (Please attach a copy of the position description reviewed with the employee - even if no changes are required. This section is not required for OSHP or OIU Commissioned Officers.)

STATUS (check ONLY one) Attached position description reviewed with employee and matches job duties. Attached position description reviewed with employee and required changes are listed below. No position description exists currently - under development.

To match CURRENT JOB DUTIES the following changes to the employee's ATTACHED POSITION DESCRIPTION are required:

Signature of employee acknowledging the attached position description accurately reflects job duties assigned or will reflect duties after attached changes (or those listed above) are completed. X	
Signature of supervisor acknowledging the attached position description accurately reflects job duties assigned and was reviewed with the employee. X	
Date, time, and HRM employee completing the update of the employee's POSITION DESCRIPTION:	

EMPLOYEE PERSONNEL RECORDS REVIEW (HRMS)(PeopleSoft)

STATUS (check all that apply) Reviewed with employee and information is current and training records are complete. Reviewed and additions / changes / deletions made in HRMS (PeopleSoft). Personnel records contain no training record at the time of this performance review.

Comments (Optional):

Signature of employee acknowledging review of his/her training records and are complete. X [REDACTED]
Signature of supervisor acknowledging the training records were reviewed with the employee. X <i>St. J. L. Sutton</i>



**PERFORMANCE REVIEW
FUTURE GOALS**

This form must be completed when a dimension is rated below "meets".

NAME [REDACTED]	DIVISION Ohio State Highway Patrol	OFFICE/SECTION/POST Ashtabula Post
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DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

DIMENSION:

GOAL:

START DATE: _____ END DATE: _____
HOW WILL PROGRESS BE EVALUATED?

Acknowledged:

MANAGER/SUPERVISOR'S SIGNATURE X	DATE
EMPLOYEE'S SIGNATURE X	DATE



OHIO DEPARTMENT OF PUBLIC SAFETY

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Bob Taft, Governor
Kenneth L. Morckel, Director
Colonel Paul D. McClellan
Superintendent

Ohio State Highway Patrol
1970 West Broad Street
P.O. Box 182074
Columbus, Ohio 43218-2081
www.statepatrol.ohio.gov

September 13, 2005

Tpr. [REDACTED]

Dear Tpr. [REDACTED]

Congratulations on completing your five years of service with the State of Ohio and to the citizens of the state.

Your individual contributions are important to the collective growth and services of the Division. Thanks to your continued support and dedication, our organization can accomplish our mission and achieve our goals.

You are now entitled to wear one star on your uniform as a visible tribute to your five years of service.

Please accept my regards to you and your family and best wishes for your continued success.

Sincerely,

Col. Paul D. McClellan

Colonel Paul D. McClellan
Superintendent

PDM/RJY/jl
District Four



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL

NOTICE OF MEDICAL MARIJUANA RESTRICTION

Federal Law and State of Ohio policy prohibit employees whose job requires them to carry, transport, or otherwise possess firearm(s) and/or ammunition from using or consuming marijuana, including medical marijuana. As a result, the presence of marijuana in a drug test, even if used in accordance with Ohio law, will be a positive drug test, which could result in discipline up to and including removal from your position.

I, [REDACTED], acknowledge my position has been identified as one that does not permit use or consumption of marijuana, even medical marijuana used in accordance with Ohio law.

I have read and understand this Notice of Medical Marijuana Restriction. I understand this acknowledgement will be placed in my personnel record.

SIGNATURE OF EMPLOYEE <input checked="" type="checkbox"/> [REDACTED]	DATE 11/17/18
SIGNATURE <input checked="" type="checkbox"/> [Signature]	DATE 11-19-18

Related Authority:

18 USC 922 (g)(3)

12 CFR 478.31 (a)(3)

DAS Directive HR-39

INTER-OFFICE COMMUNICATION



Date November 14, 2018

File 2-ADM

To Captain E.R. Sheppard

Attention S/Lieutenant M.E. Hill

From Lieutenant B.M. Vail, Warren Post Commander

Written Reprimand - Sergeant [REDACTED] Unit [REDACTED], Warren District, Warren Post,

Subject AI #2018-0607

On Wednesday, November 14, 2018, Sergeant [REDACTED] Unit [REDACTED], Warren District, Warren Post, was issued a written reprimand for violation of work rule 4501:2-6-02 (B)(1) Performance of Duty. To wit: Sergeant [REDACTED] failed to report to duty at his scheduled start time of 0600 hours on November 14, 2018. 1:36 of NPDLV has been entered.

[REDACTED] 11/14/18
Employee Acknowledgement Date
Sergeant Jason G. Bonar

LTB Vail 11-14-18
Issued By Date
Lieutenant Brian M. Vail

REMARKS AND/OR RECOMMENDATIONS

NEXT LEVEL OF REVIEW REMARKS AND/OR RECOMMENDATIONS

Sgt. M.E. Hill 11-14-18
Signature Date

NEXT LEVEL OF REVIEW REMARKS AND/OR RECOMMENDATIONS

Capt. C.J. Z. 11-15-18
Signature Date



Ohio Department of Public Safety
Department Record for Employee # [REDACTED]



Report Generated On: 11/15/2018 3:36:14 PM

Employee Details							
Employee Name		Job Description		Location		R/S	Hire Date
[REDACTED]		Sergeant		D4 Post 78 Warren		W/M	09/13/2000
Case Details							
Case Number	Remarks						
20180607	Sergeant [REDACTED] failed to report for duty on his assigned shift 11/14/2018 0600-1400. He was contacted by phone and stated he slept in. He reported for duty at 0736 hours. 1:36 hours NPDLV was entered into TMS. Employee charged with violation of work rule 4501:2-6-02(B)(1) Performance of duty.//4150						
Offense Code(s)		700 - Tardy					
Discipline	Abey Flag?	Issued Date	Discipline Time/Days Used	Vacation Hours Used	Comp Hours Used	Personal Hours Used	Abeyance Days
Written Reprimand	No	11/14/2018	0.00	0.0	0.0	0.0	0
Case Number	Remarks						
20170265	Sergeant [REDACTED] drove in excess of the posted speed limit while driving to the Canfield Post on multiple occasions in 2017. He also failed to seek permission from supervision to work the road directly after going in service from his residence at the start of his shift. (Zatvarnicky) Employee charged with violation of work rule 4501:2-6-05(D)(1) Motor Vehicle and Aircraft Operation. 4081						
Offense Code(s)		864 - Unsafe/Illegal Patrol Car Operations					
Discipline	Abey Flag?	Issued Date	Discipline Time/Days Used	Vacation Hours Used	Comp Hours Used	Personal Hours Used	Abeyance Days
Fine	No	07/22/2017	1.00	0.0	0.0	0.0	0
Case Number	Remarks						
20160479	Sergeant [REDACTED] overslept for his assigned 6A shift. He was contacted by the Canfield Post at 0610 hours and went in service at 0628 hours. Payroll entry was made for :28 non paid leave.						
Offense Code(s)		700 - Tardy					
Discipline	Abey Flag?	Issued Date	Discipline Time/Days Used	Vacation Hours Used	Comp Hours Used	Personal Hours Used	Abeyance Days
Verbal Reprimand	No	08/19/2016	0.00	0.0	0.0	0.0	0

Case Details							
Case Number	Remarks						
20160286	While operating SP-1562, Sergeant [REDACTED] struck another vehicle in the rear as the vehicle was turning right. Preventative patrol car crash 50-385-50. (Taylor) Employee charged with violation of work rule 4501:2-6-05(D)(1) Motor Vehicle and Aircraft Operation. 4081						
Offense Code(s)	856 - Preventable Patrol Car Crash						
Discipline	Abey Flag?	Issued Date	Discipline Time/Days Used	Vacation Hours Used	Comp Hours Used	Personal Hours Used	Abeyance Days
Verbal Reprimand	No	05/23/2016	0.00	0.0	0.0	0.0	0

Total Cases: 4

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2020 - 09/30/2021
Document ID: 415607
Due Date: 09/15/2021

EMPLOYEE DATA	
Empl ID :	[REDACTED]
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	[REDACTED]

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

09/08/2021 2:34PM

ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

09/08/2021 2:34PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] makes it a priority to identify internal and external customer needs to ensure a positive outcome for all. He makes sure to communicate clearly so that there are no misunderstandings or information that can be misconstrued. [REDACTED] maintains good relationships with all post personnel, law enforcement agencies, and court personnel in Trumbull County.

Created By : Template

09/08/2021 2:34PM

Last Modified By : BRIAN VAIL

09/16/2021 12:22PM

DIVERSITY AND INCLUSION

Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the importance of diversity in the workplace and promotes inclusion.

Created By : Template 09/08/2021 2:34PM
Last Modified By : BRIAN VAIL 09/16/2021 12:22PM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

DOCUMENT/RECORD INFORMATION

Description :

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well in written and electronic forms. He makes sure all administrative tasks are complete with meaningful follow-up. All assigned tasks are completed in a timely manner and very rarely need any corrections.

Created By : Profile 09/08/2021 2:34PM
Last Modified By : BRIAN VAIL 09/16/2021 12:22PM

COACH/DEVELOP OTHERS

Description :

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the expectations of the Division and holds his shift accountable to these expectations. He communicates clearly to his shift and maintains an open door policy for his subordinates to communicate back when needed. He understands his role as a front line supervisor and makes sure that the needs of his shift are met on a daily basis.

Created By : Profile 09/08/2021 2:34PM
Last Modified By : BRIAN VAIL 09/16/2021 12:22PM

EVALUATE INFO FOR COMPLIANCE

Description :

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] can be relied upon to make sound decisions which is in line with Division policy and procedure. He understands the liability and down wind consequence of decisions made outside of policy and procedure. [REDACTED] always has an appropriate solution to an issue and makes sure to relay relevant information to all.

Created By : Profile

09/08/2021 2:34PM

Last Modified By : BRIAN VAIL

09/16/2021 12:22PM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Sergeant [REDACTED] is a competent supervisor and can be relied upon to handle any situation that comes his way. He makes sure to communicate his expectations to his shift and holds them accountable to such. He completes all tasks and duties in a timely manner with very little corrections needed.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Sergeant [REDACTED] has improved his operational efforts during this evaluation cycle. He understands the importance of leading by example. He sets expectations which are in-line with Division goals and holds his subordinates accountable in attaining or reaching these goals.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Sergeant [REDACTED] can be relied upon in any situation. He understands his role as a front line supervisor within the Division. [REDACTED] makes sound decisions when needed which is always backed by policy and procedure. He communicates well and keeps the post management team apprised of any issues or concerns on midnight shift.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template

09/08/2021 2:34PM

Last Modified By : BRIAN VAIL

09/14/2021 12:58PM

PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template

09/08/2021 2:34PM

Last Modified By : BRIAN VAIL

09/14/2021 12:58PM

Section 10 - APPROVALS SECTION

██████████ BRIAN VAIL

09/16/2021

██████████ MICHAEL MARUCCI

09/17/2021

██████████ MATTHEW BROOKS

09/17/2021

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

[Section 11 - MANAGER RATER COMMENTS SECTION](#)

[Section 12 - MANAGER REVIEWER COMMENTS SECTION](#)

[Section 13 - APPOINTING AUTHORITY COMMENTS](#)

[Section 14 - EMPLOYEE COMMENTS SECTION](#)

[Section 15 - SIGNATURES](#)

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN VAIL	09/08/2021 2:34:12PM
Acknowledged By :	██████████	09/24/2021 5:57:04AM
Completed By :	System	09/24/2021 5:57:04AM
Last Modified By :	System	09/24/2021 5:57:04AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2019 - 09/30/2020
Document ID: 364113
Due Date: 09/15/2020

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

08/10/2020 1:06PM

ODPS Purpose of Position

Description :Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

08/10/2020 1:06PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive

experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well with both internal and external customers. He takes time to listen to the customer's needs then offers a productive resolution. [REDACTED] has a good rapport with post personnel, court personnel and law enforcement agencies in the county.

Created By : Template 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/17/2020 11:16AM

DIVERSITY AND INCLUSION

Description :Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others. Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment. Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] treats everyone he comes in contact with respect and dignity. He has not shown or demonstrated any biased-based actions during this evaluation cycle. [REDACTED] understands as a supervisor he must promote and support diversity and inclusion in State government. He truly understands the importance and value of embracing diversity and inclusion.

Created By : Template 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/17/2020 11:05AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well in both written and spoken forms. His administrative duties and reports are done on time with quality content. He communicates to all people on all levels and does so in a clear and concise manner.

Created By : Profile 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/17/2020 11:23AM

COACH/DEVELOP OTHERS

Description :Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] effectively communicates in verbal and written form to his subordinates. He holds people accountable for tasks and ensures that a remedy is in place if a problem should arise.

Created By : Profile 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/17/2020 11:28AM

EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] can be relied upon to handle any task and meet deadlines. He is a resource to his subordinates and uses his knowledge to accomplish Division goals. He is knowledgeable of the Ohio Revised Code and takes proper enforcement when needed.

Created By : Profile 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/17/2020 11:36AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is a competent supervisor who can be relied upon. He effectively communicates his expectations to his subordinates and holds them accountable for such. He completes his administrative duties on time and has a good follow-up system in place.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] has developed positive working relationships with all personnel. He is a competent supervisor who can be relied upon and holds his subordinates accountable. Sergeant [REDACTED] understands the importance of Post and Divisional goals. He is urged to continue to support such goals by leading by example.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is a competent supervisor that can be relied upon. He communicates well to subordinates as well to the post management team. He makes good sound decisions and offers appropriate resolutions when a problem arises. [REDACTED] is urged to participate more in Division special programs so that he can lead by example.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/13/2020 12:34PM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 08/10/2020 1:06PM

Last Modified By : BRIAN VAIL 08/13/2020 12:34PM

Section 10 - APPROVALS SECTION

██████████ BRIAN VAIL 08/18/2020

██████████ NAKIA HENDRIX 08/19/2020

██████████ MATTHEW BROOKS 08/20/2020

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

[Section 11 - MANAGER RATER COMMENTS SECTION](#)

[Section 12 - MANAGER REVIEWER COMMENTS SECTION](#)

[Section 13 - APPOINTING AUTHORITY COMMENTS](#)

[Section 14 - EMPLOYEE COMMENTS SECTION](#)

[Section 15 - SIGNATURES](#)

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN VAIL	08/10/2020 1:06:47PM
Acknowledged By :	BRIAN VAIL	10/16/2020 4:04:08AM
Completed By :	BRIAN VAIL	10/16/2020 4:04:14AM
Last Modified By :	BRIAN VAIL	10/16/2020 4:04:14AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2018 - 09/30/2019
Document ID: 313050
Due Date: 09/15/2019

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

DPS Mission Statement

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : BRIAN HOLT

07/10/2019 8:33AM

Purpose of Position: Sergeant

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : BRIAN HOLT

07/10/2019 8:33AM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the needs of internal and external customers. He interacts and communicates well making sure to identify the needs of the customer and that the need is met. He has good working relationships with post personnel, court personnel as well as other agencies within Trumbull County.

Created By : Template 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/19/2019 11:18AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well in written and verbal forms. His work product is accurate and has high quality content as it relates to the incident. Sergeant [REDACTED] needs to continue in developing a strong follow-up system. There has been times that assigned administrative duties have been missed which can cause additional work load or burden on other supervisors at the post.

Created By : Profile 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/20/2019 1:37PM

COACH/DEVELOP OTHERS

Description :Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] has a good rapport with post personnel. He has the knowledge and skills to be an effective leader but at times cannot devote the time to develop post personnel due to external obligations. Mentoring our personnel is equally as important as leading by example. Sergeant [REDACTED]'s functional activity has decreased from 2018. He is urged to balance his external obligations so that he can be more productive while on duty.

Created By : Profile 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/19/2019 11:48AM

EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] makes good calculated decisions. He can be relied upon in various situations to give post personnel an accurate assessment in determining the appropriate outcome. He has a good working knowledge of the Ohio Revised Code and applies it accordingly.

Created By : Profile 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/22/2019 11:36AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is a competent supervisor. He understands his role as a supervisor for the Division. He makes good sound decisions and is guided by policy and procedure when he does so.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Lead by example in special programs for 2019

Description :Show participation and active involvement in special programs for 2019 to include: Seatbelts, OVI's, Distracted Driving, and Criminal Patrol. Supervisors are to maintain 40% road supervision time.

Manager Rating: 2. Meets Expectations

Manager Comments: As of 8/19/19, Sergeant [REDACTED] has logged 66 enforcements, 4 OVI arrests, and 13 seatbelt arrests. He is encouraged to lead by example and maintain his 40% road patrol time in 2020.

Created By : BRIAN VAIL 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/19/2019 12:10PM

"Contributing to a Safer Ohio" - Performance Expectation

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the mission of the Division and makes sure his shift is carrying out the mission. He needs to balance his external obligations so that he can better manage his time at the post more efficiently. Sergeant [REDACTED] displays the ability to be a great leader, but at times falls short due to time management reasons.

Created By : Profile 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/22/2019 11:36AM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] has the knowledge and skill in being a competent supervisor. He communicates well and can be counted on to complete tasks when asked. He needs to continue to balance his external obligations so that administrative duties and deadlines are completed on time.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is currently the fill-in Sergeant at the Warren Post and will soon be moving to midnights. He is encouraged to set goals and hold his shift accountable to these goals. He can be relied upon to give good honest advice which is backed by policy and procedure. Sergeant [REDACTED] is urged to maintain a good follow-up system so that administrative duties and tasks are completed on time and not missed.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/19/2019 11:43AM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 07/10/2019 8:33AM

Last Modified By : BRIAN VAIL 08/19/2019 11:43AM

Section 10 - APPROVALS SECTION

BRIAN VAIL 08/22/2019

MICHAEL MARUCCI 08/22/2019

MATTHEW BROOKS 08/22/2019

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN VAIL	07/10/2019 8:33:48AM
Acknowledged By :	BRIAN VAIL	11/18/2019 9:33:13AM
Completed By :	BRIAN VAIL	11/18/2019 9:33:23AM
Last Modified By :	BRIAN VAIL	11/18/2019 9:33:23AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2017 - 09/30/2018
Document ID: 270947
Due Date: 09/15/2018

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

DPS Mission Statement

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : BRIAN HOLT

08/27/2018 12:58PM

Purpose of Position: Sergeant

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : BRIAN HOLT

08/27/2018 12:58PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] interacts with internal and external customers in a respectful and professional manner and ensures their needs are met. He makes sure to listen so customers feel that he is focused on them. [REDACTED] has a good rapport with his subordinates and local law enforcement agencies within the county.

Created By : Template 08/27/2018 12:58PM

Last Modified By : BRIAN VAIL 09/27/2018 12:42PM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well in all forms. His reports have appropriate content as it relates to the incident. Sergeant [REDACTED] has at times forgot to complete administrative reports. He is urged to create a good follow-up system so tasks are not missed.

Created By : Profile 08/27/2018 12:58PM

Last Modified By : BRIAN VAIL 09/26/2018 10:28AM

COACH/DEVELOP OTHERS

Description :Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] has the knowledge and skill to be an effective supervisor. He has improved on leading by example by having increased functional activity. He is reminded to set his expectations to his subordinates and follow-up to make sure they understand and complete his expectation.

Created By : Profile 08/27/2018 12:58PM
Last Modified By : BRIAN VAIL 09/27/2018 12:58PM

EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Manager Rating: 2. Meets Expectations
Sergeant [REDACTED] understands the Ohio Revised Code and how to apply it. He
Manager Comments: makes sure to gather all the facts associated with an incident before making an informed decision.

Created By : Profile 08/27/2018 12:58PM
Last Modified By : BRIAN VAIL 09/25/2018 1:34PM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations
Manager Comments: Sergeant [REDACTED] is currently second in seniority at the Warren Post. He is knowledgeable and makes informed decisions prior to taking action. He is urged to hold his subordinates accountable and to balance his external obligations with the needs of the post.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Lead by example in special programs in 2019

Description :Show participation and active involvement in special programs for 2019 to include: Seatbelts, OVI's, Distracted Driving, and Criminal Patrol. Supervisors are to maintain 40% road supervision time.

Manager Rating: 2. Meets Expectations
Manager Comments: Sergeant [REDACTED] needs increased participation in criminal patrol and OVI arrests.

Created By : BRIAN VAIL 09/11/2018 2:37PM
Last Modified By : BRIAN VAIL 09/27/2018 12:58PM

"Contributing to a Safer Ohio" - Performance Expectation

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] contributes to a safer Ohio while on duty. He needs to balance his external obligations so that his personal goals and Division goals are accomplished. He has shown and increase in activity but needs to be more focused on Divisional special programs.

Created By : Profile 08/27/2018 12:58PM

Last Modified By : BRIAN VAIL 09/27/2018 12:58PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] stays busy throughout his shift. He needs to focus on the importance of balancing his administrative duties with the need to lead by example in operational activity. [REDACTED] needs to continue to focus on balancing his external obligations as well. [REDACTED] also needs to make sure all of his administrative tasks are completed and on time.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands that he needs to hold his subordinates accountable and to have goals established for his shift. He sometimes gets side tracked and such accountability goes to the way side. He must move from being the friendly supervisor to holding subordinates accountable. During this evaluation period he has logged 225 enforcements, 48 seatbelt arrests, and 1 CPM arrest. [REDACTED]'s road supervision time is 43.6%. Sergeant [REDACTED] is urged to show more participation in Division special programs to include criminal patrol and ovi arrests. [REDACTED] is second in seniority at the Warren Post. Although he is making an effort in increased activity and road supervision time, he is reminded to use his time efficiently towards Division, District, and Post goals.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 08/27/2018 12:58PM
Last Modified By : BRIAN VAIL 09/21/2018 11:20AM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 08/27/2018 12:58PM
Last Modified By : BRIAN VAIL 09/21/2018 11:20AM

Section 10 - APPROVALS SECTION

■■■■■ BRIAN VAIL 09/27/2018

■■■■■ MARVIN HILL 10/01/2018

■■■■■ JULIANNE LEE 10/02/2018

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Sergeant ■■■■■ please ensure you continue focusing on leading by example. You are encouraged to get actively involved in criminal patrol and OVI enforcement.

"Lead the Challenge to Influence Change" in your subordinates.

Stay Safe

U-896

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN VAIL	08/27/2018 12:58:30PM
Acknowledged By :	BRIAN VAIL	10/24/2018 9:18:42AM
Completed By :	BRIAN VAIL	10/24/2018 9:18:49AM
Last Modified By :	BRIAN VAIL	10/24/2018 9:18:49AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2016 - 09/30/2017
Document ID: 176590
Due Date: 09/15/2017

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290450 D4 Post 50 Canfield
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Purpose of Position

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : JERAD SUTTON

02/09/2017 12:52PM

ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

02/09/2017 12:52PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED]'s interaction with internal and external customers is at the expected level. [REDACTED] understands the needs of customers. He uses his years of experience and knowledge to ensure an overall positive customer experience.

Created By : Template 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 2:28PM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Manager Rating: 3. Exceeds Expectations

Manager Comments: Sergeant [REDACTED] documents information in a clear manner. His written work product is always of high quality. Sergeant [REDACTED] is able to produce these quality reports in a timely manner.

Created By : Profile 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 2:28PM

COACH/DEVELOP OTHERS

Description :Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Manager Rating: 1. Does Not Meet

Manager Comments: Sergeant [REDACTED] has the ability to be a great mentor to others; however, he often falls short in this area due to his lack of availability at the post. Sergeant [REDACTED] is a skilled sergeant who does not live up to his potential when it comes to holding others accountable.

Created By : Profile 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 1:45PM

EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the Ohio Revised Code and how to apply it. Sergeant [REDACTED] takes the time to gather facts so he can make the most informed decision possible.

Created By : Profile 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 1:45PM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 2. Needs Improvement

Manager Comments: Sergeant [REDACTED] is a senior supervisor, he knows the job well; however, he struggles to hold others accountable on a daily basis.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

"Contributing to a Safer Ohio" - Performance Expectation

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

Manager Rating: 1. Does Not Meet

Manager Comments: Sergeant [REDACTED] understands the importance of administrative and operational balance. He continues to fall short in the area of leadership by example. His current YTD Road Supervision time is 17.4. Sergeant [REDACTED] was on extended leave during this evaluation period and that contributes to his low Road Supervision time YTD. Sergeant [REDACTED] is consistently below the expected level of Road Supervision time.

Created By : Profile 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 2:28PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 2. Needs Improvement

Manager Comments: During Sergeant [REDACTED]'s last evaluation a goal was set of balancing his external obligations. Sergeant [REDACTED] must continue to focus on this balance to be an effective supervisor.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 2. Needs Improvement

Manager Comments: Sergeant [REDACTED] understands the importance of setting goals for his units; however, he lacks the follow thru of monitoring them. Sergeant [REDACTED] must move from the friendly supervisor to a supervisor that consistently holds others accountable. Sergeant [REDACTED] needs to focus on leadership by example through his Road Supervision time.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 1:45PM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: Yes

Manager Comments:

Created By : Template 02/09/2017 12:52PM

Last Modified By : JERAD SUTTON 10/05/2017 1:45PM

Section 10 - APPROVALS SECTION

[REDACTED] JERAD SUTTON

10/11/2017

██████ MICHAEL MARUCCI

10/11/2017

██████ MATTHEW BROOKS

10/12/2017

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Sergeant ██████ needs to focus on increasing his patrol time and the balance of leave usage associated with overall operational performance.

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Sergeant ██████ must realize his role is a shift supervisor and not simply a coworker. He must demonstrate that he can hold others accountable and develop a plan to increase the productivity of his shift. He needs to do a self evaluation and make changes that will allow him to lead by example and meet the road supervision goal of 40%.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	JERAD SUTTON	02/09/2017 12:52:12PM
Acknowledged By :	██████████	11/02/2017 8:42:51AM
Completed By :	JERAD SUTTON	11/02/2017 8:53:56AM
Transferred From :	JERAD SUTTON	08/20/2018 11:12:36AM
Transferred To :	BRIAN VAIL	08/20/2018 11:12:36AM
Transferred By :	Kathleen Robson	08/20/2018 11:12:36AM
Last Modified By :	Kathleen Robson	08/20/2018 11:12:36AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 02/27/2015 - 02/27/2016
Document ID: 62169
Due Date: 02/12/2016

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290450 D4 Post 50 Canfield
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission: Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Sergeant

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations
Manager Comments: Sergeant [REDACTED] interacts well with internal and external customers and ensures their needs are met.

Created By : Template 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

Manager Rating: 2. Meets Expectations
Manager Comments: Sergeant [REDACTED] communicates well in all forms. He is able to speak to people on all levels and does so in a clear concise manner.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

Manager Rating: 2. Meets Expectations
Manager Comments: Sergeant [REDACTED] maintains self-control during crisis or emergency situations. He is able to maintain his composure and make clear choices using sound judgment. Sergeant [REDACTED] worked the midnight shift during the majority of this grading period and has made sound commonsense decisions during several high risk incidents.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

GUIDE/DIRECT/MOTIVATE STAFF

Description :Providing guidance and direction to subordinates (staff), including setting performance standards and monitoring performance.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] directs and motivates personnel towards accomplishing their individual goals and the Division's goals. He enjoys working with younger troopers on the road and takes a vested interest in their performance and productivity. During this evaluation period as of 1/15/2016 his road supervision time is 35% which is at the top compared to other Canfield Post supervisors.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

SCHEDULE WORK/ACTIVITIES

Description :Schedules events, programs, and activities, as well as the work of others.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] proved his ability to effectively coordinate and direct events demonstrated through several successful OVI checkpoints and coordinated saturation patrols with other agencies. Sergeant [REDACTED] was in charge of the warrants, cases / evidence, and videos at the Canfield Post. He effectively manages these tasks to ensure post operations run efficiently.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] leads by example while at work. During this evaluation period as of 1/15/2016 his road supervision time is 35%, he logged 27 seatbelt arrest, 10 OVI arrest, and 107 enforcement's. Sergeant [REDACTED] is actively involved in the military and drills at least two days per month and a few weeks per year. He is also a district range officer. When he is working at the Canfield Post he is performance and mission driven and continues to look for ways to improve upon his competencies.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

GOAL: OVI ENFORCEMENT

Description :Increase participation in OVI Enforcement Program during the current evaluation period compared to the last evaluation period. This will be measured by the disposition OVI. During last evaluation period Sergeant

██████ logged 8 OVI's.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant ██████ has met this goal. During last evaluation period he logged 8 OVI arrests compared to 10 OVI arrests during this evaluation cycle as of 1/15/2016.

Created By : NAKIA HENDRIX 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 2:52PM

STRENGTH COURAGE CHARACTER

Description :Sergeant ██████ will demonstrate the three core values (Strength, Courage, & Character) while on and off duty while focusing on the mission of the Highway Patrol. This will be measured during this evaluation period by his work ethic/product and adherence to the three core values.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant ██████ proves his strength by staying calm during difficult situations. He displays courage by taking the extra step to make sure everyone has the information they need, even when things are stressful and situations become demanding. He displays character through consistent empathy for the public and staying focused on performing his duties to the best of his abilities.

Created By : NAKIA HENDRIX 03/23/2015 7:44PM

Last Modified By : JERAD SUTTON 02/25/2016 12:57PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Future Goal: Sergeant ██████ needs to focus on the balance of Family, Division, and Military. He is now the day shift sergeant and the senior sergeant at the post. He will be relied upon to perform administrative tasks as any other sergeant. He is encouraged to continue in the direction he is going with these goals.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is performing at an acceptable level, he is encouraged to continue his progress in leading by example.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 1:23PM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 12/17/2014 2:03PM

Last Modified By : JERAD SUTTON 02/25/2016 1:23PM

Section 10 - APPROVALS SECTION

[REDACTED] JERAD SUTTON

02/25/2016

[REDACTED] JAMES SIVAK

03/06/2016

[REDACTED] ANGELA LANG

03/07/2016

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's
Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the

completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Sergeant [REDACTED] is a district range officer, actively involved in the military, uses permissive leave to spend time with his family. Sergeant [REDACTED] should constantly remind himself to balance all of these activities / interruptions and know that his job as a first line supervisor and his physical presence at the Canfield Post is essential to the growth of the organization and the development of our workforce.

Section 12 - MANAGER REVIEWER COMMENTS SECTION

District staff appreciates your overall efforts. As the senior sergeant at the post, we will look for you to take an active role guiding the post's personnel in the direction set forth by the post commander.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
Created By :	NAKIA HENDRIX	12/17/2014 2:03:25PM
Acknowledged By :	JERAD SUTTON	04/15/2016 10:36:03AM
Completed By :	JERAD SUTTON	04/15/2016 10:36:12AM
Transferred From :	JERAD SUTTON	08/20/2018 11:12:36AM
Transferred To :	BRIAN VAIL	08/20/2018 11:12:36AM
Transferred By :	Kathleen Robson	08/20/2018 11:12:36AM
Last Modified By :	Kathleen Robson	08/20/2018 11:12:46AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 02/27/2014 - 02/27/2015
Document ID: 57081
Due Date: 02/12/2015

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290450 D4 Post 50 Canfield
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission: Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : NAKIA HENDRIX 10/31/2014 6:46PM

Sergeant

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : NAKIA HENDRIX 10/31/2014 6:46PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the importance of building relationships with internal and external customers. He has embraced this concept since transferring to the Canfield Post 10/19/14. Teamwork and cooperation are evident in Sergeant [REDACTED]'s approach to working with his fellow supervisors. He has established and maintains productive working relationships with internal and external customers.

Created By : Template 10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX 01/08/2015 10:31AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] is articulate and effective at relaying information. For the most part he does a good job of providing timely and pertinent information for the situations he encounters. Since coming to Canfield, Sgt. [REDACTED] has supervised several high stress incidents while working the midnight shift. He is occasionally reminded about meeting a deadline.

Created By : NAKIA HENDRIX 10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX 01/08/2015 10:19AM

MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] plans, explains, and directs activities during his shift. He is aware of post goals and programs.

Created By : NAKIA HENDRIX 10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX

01/08/2015 10:19AM

GUIDE/DIRECT/MOTIVATE STAFF

Description :Providing guidance and direction to subordinates (staff), including setting performance standards and monitoring performance.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] has been the midnight shift supervisor since he transferred to Canfield from the Warren Post 10/19/14. Each trooper on his shift is self-motivated and team oriented. Sergeant [REDACTED] must continue to guide, direct, challenge, and encourage his troopers.

Created By : NAKIA HENDRIX

10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX

01/08/2015 10:19AM

SCHEDULE WORK/ACTIVITIES

Description :Schedules events, programs, and activities, as well as the work of others.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] completes his assigned duties on time. At times he needs reminded to meet certain deadlines however this will continue to improve as he becomes more comfortable with the style of Canfield management team.

Created By : NAKIA HENDRIX

10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX

01/08/2015 10:19AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] willingly assists others and builds positive working relationships. He focuses on accomplishing team goals and is easy to work with. He understands that teamwork is essential in obtaining the goals and objectives of the Canfield Post and the Division as a whole.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Quality

Description :Sergeant [REDACTED] needs to focus on his organizational skills in order to be thorough and timely with all tasks assigned to him. While there has been some improvement in this dimension, there is still work to be done. He needs to develop a follow-up system that ensures the timely completion of all assigned duties and tasks.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] transferred to the Canfield Post 10/19/14 and has had minimal issues with quality since his arrival. Sgt. [REDACTED] is adapting well to the operating process of the Canfield Post.

Created By : NAKIA HENDRIX 10/31/2014 6:46PM

Last Modified By : NAKIA HENDRIX 01/08/2015 10:34AM

Operational Leadership

Description :Sergeant [REDACTED] needs to develop a means by which his squad will be more proactive on a daily basis. Unfortunately Sergeant [REDACTED]'s shift has not taken the advice from other post supervisor to accomplish divisional goals on a daily basis. He has been tasked with holding them accountable each day, yet the results have been unsatisfactory.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] transferred to the Canfield Post 10/19/14 and has had no issues with his operational leadership since his arrival. Sergeant [REDACTED]'s shift is team oriented and self motivated and works hard to accomplish Division and Post Goals.

Created By : NAKIA HENDRIX 10/31/2014 6:50PM

Last Modified By : NAKIA HENDRIX 01/08/2015 10:23AM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is engaged and supportive of the goals and mission of the Division. When he was at the Warren Post, he was tasked with getting his shift to perform at acceptable levels on a daily basis to which he was not successful. It was recommended that he needed to give this his undivided attention to ensure the message was clear to his subordinates. Sergeant [REDACTED] has had no issues in this area since he has been at the Canfield Post.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED]'s performance during this evaluation period has been satisfactory. Sergeant [REDACTED] is effective in carrying out his assigned duties. Sergeant [REDACTED] is a reliable and contributing member of the Canfield management team.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 10/31/2014 6:46PM
Last Modified By : NAKIA HENDRIX 01/08/2015 10:54AM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 10/31/2014 6:46PM
Last Modified By : NAKIA HENDRIX 01/08/2015 10:54AM

Section 10 - APPROVALS SECTION

██████████	NAKIA HENDRIX	01/08/2015
██████████	CHRIS ZURCHER	01/13/2015
██████████	JENNIFER MCLENDON	01/13/2015

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Sergeant [REDACTED] is knowledgeable and familiar with policy and procedure and uses his knowledge to make good decisions. He is able to look ahead and understand how his decisions may affect the Division. He understands the importance of first-line supervision and knows he must have a positive influence on younger officers. He is beginning to ensure he takes time to develop a subordinate's knowledge and skills. Sergeant [REDACTED] deals with issues upon encountering them.

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Your role as a supervisor has changed dramatically with your transfer to Canfield. With the self motivation your team has you need to maintain that through leadership examples you set and display on a daily basis. Canfield has a great team environment, which I know you enjoy being a part of.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
Created By :	NAKIA HENDRIX	10/31/2014 6:46:05PM
Acknowledged By :	[REDACTED]	03/12/2015 5:38:46AM
Completed By :	NAKIA HENDRIX	03/12/2015 6:03:03AM
Transferred From :	JERAD SUTTON	08/20/2018 11:12:36AM
Transferred To :	BRIAN VAIL	08/20/2018 11:12:36AM
Transferred By :	Kathleen Robson	08/20/2018 11:12:36AM
Last Modified By :	Kathleen Robson	08/20/2018 11:12:47AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 02/28/2013 - 02/27/2014
Document ID: 2902
Due Date: 02/12/2014

EMPLOYEE DATA	
Empl ID :	[REDACTED]
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	[REDACTED]

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission: Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : BRIAN HOLT 02/28/2013 11:56AM

Last Modified By : BRIAN HOLT 02/28/2013 12:06PM

Purpose of Position

Description :To supervise lower level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations

Created By : BRIAN HOLT 02/28/2013 12:03PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external

customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] is an effective and contributing member of the Warren Post management team. Teamwork and cooperation are evident in Sergeant [REDACTED]'s approach to working with his fellow supervisors. He has established and maintained productive working relationships with other facility personnel.

Created By : Template 02/28/2013 11:53AM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

Manager Rating: 3. Exceeds Expectations

Manager Comments: Sergeant [REDACTED] is extremely articulate and effective at relaying information. He does a very good job of providing timely and pertinent information for the situations he encounters. He offers opposing views, approaches, and opinions in a respectful and thoughtful manner.

Created By : BRIAN HOLT 02/28/2013 12:07PM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] plans, explains, and directs activities during his shift. He is aware of post goals and programs. There is concern as to what degree he works towards contributing to post programs and meeting post goals by how he conveys the message to his shift. Sergeant [REDACTED] is encouraged to increase his road time through riding with units on his shift and working targeted enforcement with units on his shift.

Created By : BRIAN HOLT 02/28/2013 12:07PM
Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

GUIDE/DIRECT/MOTIVATE STAFF

Description :Providing guidance and direction to subordinates (staff), including setting performance standards and monitoring performance.

Manager Rating: 1. Does Not Meet

Manager Comments: Sergeant [REDACTED] has been the midnight shift supervisor throughout this evaluation period. His shift continues to lack in productivity in spite of the countless conversations with the post commander. Sergeant [REDACTED] says he attempts to motivate and inspire his shift to be more proactive on a daily basis, yet the results are intangible. He needs to take a stern role as a supervisor, putting his friendship aside and holding those under his direction more accountable on a daily basis.

Created By : BRIAN HOLT 02/28/2013 12:07PM
Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

SCHEDULE WORK/ACTIVITIES

Description :Schedules events, programs, and activities, as well as the work of others.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] typically completes his assigned duties on time. At times he needs reminded to meet certain deadlines. With the amount of time he spends away from work, it is imperative that he develops a follow-up system that will ensure all deadlines are met in order to not put undue restraints on the other supervisors.

Created By : BRIAN HOLT 02/28/2013 12:07PM
Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] is in a unique position in that the units on the shift he works tend to have a sub-par performance and have done so for years. He needs to develop a means by which he will hold them accountable so that they will be more productive throughout their shift each and every day.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Quality

Description :Sergeant [REDACTED] needs to focus on his organizational skills in order to be thorough and timely with all tasks assigned to him.

Manager Rating: 2. Meets Expectations

Manager Comments: While there has been some improvement in this dimension, there is still work to be done. He needs to develop a follow-up system that ensures the timely completion of all assigned duties and tasks.

Created By : BRIAN HOLT 03/19/2014 12:27PM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

Operational Leadership

Description :Sergeant [REDACTED] needs to develop a means by which his squad will be more proactive on a daily basis.

Manager Rating: 1. Does Not Meet

Manager Comments: Unfortunately Sergeant [REDACTED]'s shift has not taken the advice from other post supervisor to accomplish divisional goals on a daily basis. He has been tasked with holding them accountable each day, yet the results have been unsatisfactory.

Created By : BRIAN HOLT 03/19/2014 12:28PM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 2. Needs Improvement

Manager Comments: Sergeant [REDACTED] is engaged and supportive of the goals and mission of the Division for his personal performance on a daily basis. However, he has been tasked with getting his shift to perform at acceptable levels on a daily basis to which he has not been successful. He needs to give this his undivided attention to ensure the message is clear to his subordinates.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED]'s performance during this evaluation period has been satisfactory. Sergeant [REDACTED] continues to be fairly effective in carrying out his assigned duties. His management of the towed vehicle file has improved during this evaluation process. During this next review period Sergeant [REDACTED] is encouraged to increase the amount of time he spends on the road providing direct supervision to officers working during his shift. Sergeant [REDACTED] remains a reliable and contributing member of the Warren management team.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 02/28/2013 11:53AM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 02/28/2013 11:53AM

Last Modified By : BRIAN HOLT 03/20/2014 11:01AM

Section 10 - APPROVALS SECTION

[REDACTED] BRIAN HOLT

03/20/2014

[REDACTED] CHRIS ZURCHER

03/24/2014

[REDACTED] JENNIFER MCLENDON

03/27/2014

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)
I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

██████ please reflect on your leadership style and ability to set goals with subordinates and hold them accountable. You shift has done very poorly during this evaluation cycle, especially so far in 2014. Each member needs challenged with contributing to the group effort, then frequent feedback meetings need held to gauge performance and provide feedback to them. Finally, your troopers must know you are willing and able to hold them accountable for lack of work. You are directly responsible for their success and failure.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN HOLT	02/28/2013 11:53:05AM
Acknowledged By :	██████████	03/28/2014 2:34:19AM
Completed By :	BRIAN HOLT	03/28/2014 10:53:38AM
Transferred From :	JERAD SUTTON	08/20/2018 11:12:36AM
Transferred To :	BRIAN VAIL	08/20/2018 11:12:36AM
Transferred By :	Kathleen Robson	08/20/2018 11:12:36AM
Last Modified By :	Kathleen Robson	08/20/2018 11:12:52AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 03/01/2012 - 02/28/2013
Document ID: 6816
Due Date: 02/13/2013

EMPLOYEE DATA	
Empl ID :	██████████
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	██████████

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission: Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : BRIAN HOLT

03/27/2013 7:42AM

Purpose of position

Description :To supervise lower-level law enforcement officers and/or perform or coordinate and oversee technical or specialized functions related to law enforcement operations.

Created By : BRIAN HOLT

03/27/2013 7:42AM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: While Sergeant [REDACTED] has struggled at time during this evaluation period with meeting deadlines, he has shown steady improvement as well. He does make the needs of both internal external customers a primary focus of his operations, which is critical as a supervisor. Sergeant [REDACTED] does not hesitate to seek guidance as needed.

Created By : Template 03/27/2013 7:42AM

Last Modified By : BRIAN HOLT 04/15/2013 10:23AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] communicates well with subordinates, peers and supervisors, alike. He is an effective communicator, speaking with certainty and authority. He provides guidance when necessary in a clear and concise manner. His written and oral skills are commensurate to his time in grade and his correspondence is always completed in a well-organized, neat, and thorough manner. He keeps the management team apprised of pertinent information.

Created By : BRIAN HOLT 06/07/2013 10:52AM

Last Modified By : BRIAN HOLT 06/07/2013 10:54AM

MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] provides the necessary guidance and direction to accomplish tasks keeping safety in mind. He takes time to discuss activities with those involved realizing the role it has in gaining support for the overall mission.

Created By : BRIAN HOLT 06/07/2013 10:52AM
Last Modified By : BRIAN HOLT 06/07/2013 10:54AM

GUIDE/DIRECT/MOTIVATE STAFF

Description :Providing guidance and direction to subordinates (staff), including setting performance standards and monitoring performance.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] has been working on establishing positive working relationships with all post personnel. He continues to focus on developing a team atmosphere and encouraging others to work together. He realizes that we must work as a team to contribute to the overall success of the Division.

Created By : BRIAN HOLT 06/07/2013 10:52AM
Last Modified By : BRIAN HOLT 06/07/2013 10:54AM

SCHEDULE WORK/ACTIVITIES

Description :Schedules events, programs, and activities, as well as the work of others.

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] typically completes his work on schedule. On occasion, he needs to be reminded of deadlines. He has demonstrated the ability to manage his time in order to increase his efforts on patrol. He is encouraged to continue to monitor his efforts in this area. He has been tasked with motivating his shift to their best ability in order to Contribute to a Safer Ohio.

Created By : BRIAN HOLT 06/07/2013 10:52AM
Last Modified By : BRIAN HOLT 06/07/2013 10:54AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED]'s performance during this evaluation period has been satisfactory. He is knowledgeable and proven to be a resource with Trumbull County operations. He uses his experience and knowledge to provide guidance and direction to his peers and subordinates in an effort to streamline operations. He is a resource for the Division and his efforts are appreciated.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

2012/2013 Goals

Description :No previous goals were established.

Manager Rating: 2. Meets Expectations
Manager Comments: No previous goals were established.

Created By : BRIAN HOLT 06/07/2013 10:56AM

Last Modified By : BRIAN HOLT 06/07/2013 10:57AM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] performs at an acceptable level. He is encouraged to take a critical look at his shift and determine a course of action that will maximize productivity..

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments: Sergeant [REDACTED] generates the amount of work expected given the fact that he has other obligations such as range officer, traffic incident management coordinator for Trumbull County and military obligations.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 03/27/2013 7:42AM

Last Modified By : BRIAN HOLT 04/15/2013 10:29AM

PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 03/27/2013 7:42AM

Last Modified By : BRIAN HOLT 04/15/2013 10:36AM

Section 10 - APPROVALS SECTION

■■■■■ BRIAN HOLT 06/07/2013

■■■■■ JAMES HOLT 06/10/2013

■■■■■ JANET JACKSON 06/10/2013

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Sergeant ■■■■■s performance during this evaluation period has been satisfactory. He is very knowledgeable and proven to be a resource with Trumbull County operations. He uses his experience and knowledge to provide guidance and direction to his peers and subordinates in an effort to streamline operations. He is a resource for the Division and his efforts are appreciated.

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Sergeant ■■■■■ functions as a team member. He needs to take a proactive approach with his shift and motivate them to improve their work efforts. Sergeant ■■■■■ needs to enhance his leadership style, and continue to build on his knowledge base.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
Created By :	BRIAN HOLT	03/27/2013 7:13:58AM
Acknowledged By :	██████████	07/17/2013 6:00:45AM
Completed By :	BRIAN HOLT	07/22/2013 9:31:43AM
Transferred From :	JERAD SUTTON	08/20/2018 11:12:36AM
Transferred To :	BRIAN VAIL	08/20/2018 11:12:36AM
Transferred By :	Kathleen Robson	08/20/2018 11:12:36AM
Last Modified By :	Kathleen Robson	08/20/2018 11:12:53AM

ANNUAL REVIEW

Manager Evaluation - Completed

Job Title: Highway Patrol Sergeant
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: BRIAN VAIL
Period: 10/01/2021 - 09/30/2022
Document ID: 448420
Due Date: 09/15/2022

EMPLOYEE DATA	
Empl ID :	[REDACTED]
Agency :	Dept of Public Safety
Division :	DPS290478 D4 Post 78 Warren
Job Code :	26713
Supervisor ID :	[REDACTED]

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

07/13/2022 9:46AM

ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

07/13/2022 9:46AM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] addresses the needs of his customers making sure to listen first before offering a positive solution. [REDACTED] communicates well with post personnel making sure to convey transparency at all times. He is courteous and professional when interacting with the public. He uses his experience and knowledge to navigate any problem or issue that presents itself.

Created By : Template

07/13/2022 9:46AM

Last Modified By : BRIAN VAIL

08/12/2022 1:15PM

DIVERSITY AND INCLUSION

Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] understands the importance of diversity and inclusion in the workplace. He values everyone's perspective and understands that each individual brings something to the table.

Created By : Template

07/13/2022 9:46AM

Last Modified By : BRIAN VAIL

08/15/2022 11:58AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 4. Exceeds Expectations

Manager Comments:

Sergeant [REDACTED] is a competent front line supervisor. He can handle any incident or situation that comes his way without hesitation. His decisions are always inline with Division policy and procedure. [REDACTED]'s administrative duties are always up to date with very few mistakes if any. He communicates at a high level and always has an open door policy when communicating with his shift.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

OSP GOAL - Leadership & Followship

Description :

Serves as a positive proponent of the Division's mission; Addresses issues in a professional manner and leads others to approach issues in the same manner; Avoids situations that reflect negatively on the Division; Treats others in a respectful manner; Gains the respect of others through actions and attitude.

Exceeds: Effectively supports the establishment of clear mission statements in which the organizational vision can be easily understood by all levels of the organization; identifies potential conflict situations and addresses them before it escalates; is seen by others as a trustworthy person; readily gains the respect of others, resulting in positive influence without formal authority.

Meets: Demonstrates a persuasive understanding of the organizational mission; identifies conflict situations as they arise and addresses them; exercises formal and informal influence without leadership authority.

Does Not Meet: Does not communicate or share a clear message to support the organizational mission; does not consistently identify conflict situations as they arise or address them in a timely manner; lacks the ability to exercise influence as a formal or informal leader; tends to rely more on positional influence, does not gain the respect of others.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments:

Sergeant [REDACTED] sets clear and obtainable goals for his units on midnight shift at the Warren Post. He leads by example and assists his shift whenever possible to accomplish the mission of the Division. [REDACTED] can navigate any situation that presents itself, making sure to have a positive outcome. He

treats the public and post personnel with respect and professionalism.

Created By : BRIAN VAIL

07/13/2022 10:07AM

Last Modified By : BRIAN VAIL

08/15/2022 12:02PM

OSP GOAL - Safety & Decision Making

Description :

Uses sound tactics and practices that emphasize safety when performing routine and non-routine job duties; Maintains good situational awareness at all times; Considers both officer and Division risk during daily duties; Makes timely, informed, and ethical decisions that take into account all available facts; Keeps composure in stressful situations while maintaining professionalism.

Exceeds: Is cognizant of inherent risks and works to minimize risk; makes good decisions based on the totality of the circumstances and is able to articulate why that action was taken; remains calm when dealing with the public under conditions of stress while calming down others through words or actions; shows adaptability and openness to new ideas from a variety of sources when facing obstacles.

Meets: Is aware of risks and tries to minimize the amount of risk exposure; makes sound decisions that are in the best interest of the Division; remains calm when dealing with the public; shows adaptability when facing obstacles.

Does Not Meet: Takes unnecessary risks and put themselves in avoidable situations; is not able to make decisions without guidance from supervision; loses composure when interacting with the public; is unable to adapt when facing obstacles and gets frustrated.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments:

Sergeant [REDACTED] understands the consequences of his decisions not only affect him but the Division alike. He has the ability to problem solve and come to a good resolution. His decisions are always inline with Division policy and procedure. [REDACTED] always keeps his composure during high stress situations making sure to direct and lead his shift through any obstacle.

Created By : BRIAN VAIL

07/13/2022 10:07AM

Last Modified By : BRIAN VAIL

08/15/2022 12:07PM

OSP GOAL - Operational Focus & Efficiency

Description :

Actively patrols roadways in order to enforce traffic laws and promote traffic safety; Coordinates the operation of criminal investigations; Provides law enforcement services on state-owned and leased property; Participates in Division identified programs to meet the organization's goals; Properly investigates calls for service, in their area

of responsibility.

Exceeds Expectations: Is self-motivated to promote traffic safety in all actions and sells traffic safety in all encounters with the public; coordinates all aspects of criminal investigations to ensure the case is properly handled; identifies potential security issues and mitigates the issue or notifies supervision immediately; ensures all work product is thorough that requires minimal follow-up.

Meets Expectations: Is self-motivated to promote traffic safety; conducts criminal investigations; maintains security for assigned posts; ensure all work product is complete; participates in Division programs.

Does Not Meet: Needs continuous motivation to promote traffic safety; needs assistance with criminal investigations and constant supervisory assistance; has to be continuously told to monitor security assignments; work product requires continual follow-up; needs constant reminders to participate in Division programs.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] leads by example to his shift by proactively patrolling and enforcing traffic laws within Trumbull County. His goals are always inline with Division programs. [REDACTED]'s reports and administrative duties and tasks are done to the highest level with very few mistakes if any. He often works the road so his shift can get caught up on follow-up or have the shift off.

Created By : BRIAN VAIL 07/13/2022 10:07AM

Last Modified By : BRIAN VAIL 08/15/2022 12:09PM

OSP GOAL - Position & Procedural Knowledge

Description :

Understands and applies knowledge of relevant laws, Division policy and procedure, and techniques to performing position duties; familiar with all available Division capabilities; demonstrates proficiency in use of all Division equipment; ensures effective administrative processes within position responsibilities.

Exceeds Expectations: Independently studies new laws, procedures, and updates, and seeks clarification when necessary; takes care of all Division equipment and promptly reports issues to supervision; knows and uses the resources available throughout the Division; handles all administrative functions with little to no oversight necessary.

Meets Expectations: In a timely manner, reads new internal rules, procedures, and updates when they are provided; takes care of all Division equipment; knows resources available throughout the Division but does not always use them to their full potential; handles administrative functions but needs some supervisory oversight.

Does Not Meet: Needs continuous reminders to read new laws, procedures, or updates in a timely manner; does not consistently check all equipment to ensure proper functioning or report issues to supervision; does not know resources available throughout the Division; needs constant supervisory oversight.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Sergeant [REDACTED] functions at a very high level needing very little supervision. He is knowledgeable and proficient with all of his administrative duties and often helps his fellow supervisors in accomplishing theirs. He maintains transparency with his shift and always has an open door policy when it comes to communication.

Created By : BRIAN VAIL 07/13/2022 10:07AM

Last Modified By : BRIAN VAIL 08/15/2022 12:14PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

No goals have been set for this evaluation cycle.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Sergeant [REDACTED] can be counted on in any situation. He functions at a high level making sure all of his responsibilities as a supervisor are done timely and correct. He is professional and courteous when communicating with the public and post personnel alike. [REDACTED] leads by example operationally but also makes sure that his shifts needs are met before his. [REDACTED] can be relied upon to handle any situation or issue when presented. His hard work is noticed and appreciated.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 07/13/2022 9:46AM

Last Modified By : BRIAN VAIL 08/12/2022 9:56AM

PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 07/13/2022 9:46AM

Last Modified By : BRIAN VAIL 08/12/2022 9:56AM

Section 10 - APPROVALS SECTION

BRIAN VAIL 08/15/2022

JERAD SUTTON 09/19/2022

MATTHEW BROOKS 09/21/2022

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's
Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the
completed evaluation; it does not indicate agreement with its contents. I understand that
performance evaluations may be appealed and that refusal to acknowledge this evaluation
waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	BRIAN VAIL	07/13/2022 9:46:57AM
Acknowledged By :	██████████	10/05/2022 10:11:56PM
Completed By :	System	10/05/2022 10:11:56PM
Last Modified By :	System	10/05/2022 10:11:56PM

State Of Ohio - Department of Public Safety

Comprehensive Training Record

Report Date : 05/01/2023 11:47 AM

OAKS ID : ██████████

Unit No : ██████

Name : █████ █████

Department : D4 Post 78 Warren

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
ADAP	01/30/2001	02/02/2001	Ohio State Highway Patrol			32.00	Student
First Responder HAZMAT Awareness	02/09/2001	02/09/2001	Ohio Fire Academy			4.00	Student
LEADS TRAINING	05/30/2001	N/A	ASHTABULA POST			2.00	Student
ESMD Training	06/11/2001	06/14/2001					Student
POST GRAD TRAINING / E S M D	06/11/2001	N/A	ACADEMY			40.00	Student
BAC Permit #76038-S-6	06/15/2001	06/15/2003	Ohio Department of Health			4.00	Student
CIVIL DISTURBANCE	09/11/2001	N/A	YNGST PISTOL & RIFLE			7.00	Student
Trooper Completion of Apprenticeship	10/11/2001	10/11/2001	Ohio State Highway Patrol				Student
PERRY NUCLEAR PLANT EMER RESP	11/20/2001	N/A	ASHTABULA POST			1.00	Student
IN SERVICE - TROOPERS	04/21/2003	N/A	ACADEMY			16.00	Student
Advanced TASER M26 Certification	04/23/2003	04/23/2003	Ohio State Highway Patrol			8.00	Student
ESMD Training	04/24/2003	04/24/2003				2.00	Student
PYTHON K-BAND RADAR	05/30/2003	N/A	ASHTABULA POST			1.00	Student
BAC Permit #76038-S-6	06/15/2003	06/15/2004	Ohio Department of Health			4.00	Student
CIVIL DISTURBANCE	09/09/2003	N/A	YNGST PISTOL & RIFLE			6.00	Student
DRUG INTERDICTION TRAINING	11/03/2003	N/A	BROOKLYN OHIO			16.00	Student
ESMD Training	05/05/2004	05/05/2004				2.00	Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
BAC Permit #76038-S-6	06/15/2004	06/15/2005	Ohio Department of Health			4.00	Student
CPR AED	06/16/2004	N/A	Ashtabula Post 04 4 Hour			0.00	Student
Leads Operator Training Record	07/13/2004	07/13/2004	Ashtabula Post 04			0.00	Student
Omnixx Force Training Man. &CD	07/13/2004	07/13/2004	Ashtabula Post 04			0.00	Student
Background Investigations	08/18/2004	08/18/2004	DHQ Warren Headquarters 0			4.00	Student
PPE	09/09/2004	09/09/2004	DHQ Warren 4			0.00	Student
WMD HAZMAT Awareness/Fit test	09/09/2004	09/09/2004	Awareness cert & mask fit t			0.00	Student
Civil Disturbance	09/16/2004	09/16/2004	Yngstwn Pistol Rifle Range			4.00	Student
TROOPER IN-SERVICE #30	10/13/2004	10/15/2004	Ohio State Hghwy Patrol Aca			0.00	Student
Advanced TASER M26 Certification	10/15/2004	10/15/2004	Ohio State Highway Patrol			8.00	Student
MCT	11/04/2004	11/04/2004	Centre School Bldg. 8 Hr			0.00	Student
Auto Larceny Training	12/21/2004	N/A	Academy			0.00	Student
ESMD Training	05/19/2005	05/19/2005				2.00	Student
Trooper In-Service #17	06/06/2005	06/07/2005	Ohio State Hghwy Patrol Acad			16.00	Student
WMD HAZMAT Awareness/Fit test	06/07/2005	06/07/2005	Awareness cert & mask fit test			0.00	Student
BAC Permit #76038-S-6	06/15/2005	06/15/2006	Ohio Department of Health			4.00	Student
NIMS IS-00700	08/04/2005	08/04/2005	Ashtabula Post			0.00	Student
2005 Fall CD	09/15/2005	09/15/2005	Warren DHQ			8.00	Student
Digital Camera Training	09/25/2005	09/25/2005	Ashtabula Post			1.00	Student
LEADS Operators	09/27/2005	09/27/2005	LEADS			4.00	Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Field Training Officer	01/03/2006	01/06/2006	OSHP Academy			24.00	Student
Three Year Career Fair	01/10/2006	01/10/2006				8.00	
Tpr to Sgt Written Promo Exam	01/11/2006	01/11/2006				2.00	
CPR/AED	01/31/2006	01/31/2006	Ravenna Post			4.00	Student
Tpr to Sgt Assessment Center	04/04/2006	04/04/2006	Shipleigh Building			10.00	
2006 Troopers In-Service	04/17/2006	04/18/2006				16.00	
WMD HAZMAT Awareness/Fit Test	04/18/2006	04/18/2006	OSHP Academy			1.00	Student
ESMD Training	05/12/2006	05/12/2006				4.00	Student
BAC Permit #76038-S-6	06/15/2006	06/15/2007	Ohio Department of Health			4.00	Student
ICS 100 Intro to ICS	07/21/2006	07/21/2006	Warren Post			1.00	Student
ICS 200 ICS for S/R	08/13/2006	08/13/2006	Warren Post			1.00	Student
2006 Fall CD / Meth Labs	09/12/2006	09/12/2006	Youngstown Rifle & Pistol Club			6.00	Student
Computerized OH-1	01/31/2007	01/31/2007	Warren DHQ			7.00	Student
Roundtable Discussion Group	02/21/2007	02/21/2007				0.00	
2007 Spring CD	04/26/2007	04/26/2007	Youngstown Rifle & Pistol Club			6.00	Student
ESMD Training	05/31/2007	05/31/2007				4.00	Student
BAC Permit #76038-S-6	06/15/2007	06/15/2008	Ohio Department of Health			4.00	Student
Direct to Threat Training	06/25/2007	06/25/2007	Youngstown			4.00	Student
Qualities of Leadership	08/22/2007	08/22/2007				8.00	
Troopers In-Service	10/16/2007	10/17/2007				16.00	
PPE Fit Test	10/17/2007	10/17/2007	OSHP Academy			1.00	Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Technical Crash Investigation	10/22/2007	11/02/2007				80.00	
Classification Review	02/06/2008	02/06/2008	ODOT Auditorium			2.00	Student
Firearms Investigations Traini	03/18/2008	03/18/2008	KSU Stark Campus			8.00	Student
AED/CPR/FIRST AID	04/15/2008	04/15/2008	Warren DHQ			6.00	Student
Troopers In-Service & PPE Fit	04/01/2009	04/02/2009	OSHP Academy			16.00	
EVO CLASSROOM MAKEUP	04/03/2009	04/07/2009	OSHP Academy			6.00	Student
BAC Permit #76038-S-6	04/09/2009	04/09/2010	Ohio Department of Health			4.00	Student
2009 Spring CD Training	04/28/2009	04/28/2009	Youngstown Rifle & Pistol Club			6.00	Student
ESMD Training	05/12/2009	05/12/2009				4.00	Student
ESMD Training	05/12/2009	05/12/2009	Warren Post			4.00	Student
Emergency Vehicle Operations	06/05/2009	06/05/2009	OPOTA Driving Track, London			6.00	Student
Emergency Vehicle Ops Refresh	06/05/2009	06/05/2009	OH Peace Officer Training Acad			6.00	Student
Beyond the Sidelines	08/13/2009	08/13/2009				0.00	
OSP Cultural Competence	09/24/2009	09/24/2009				8.00	
Beyond the Sidelines	10/13/2009	10/13/2009				6.00	
BAC Training	04/19/2010	04/19/2010	Warren Post			1.00	Student
ESMD Training	05/10/2010	05/10/2010	Warren Post			4.00	Student
Troopers In-Service & PPE Fit	05/10/2010	05/11/2010				16.00	
Domestic Violence	05/11/2010	05/11/2010	Warren Post			1.00	Student
DOMESTIC VIOLENCE	05/14/2010	05/14/2010	Warren Post			1.50	Student
LEADS "Messenger" Training	06/11/2010	06/11/2010	Warren Post			1.00	Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
CPR/AED	06/17/2010	06/17/2010	Warren DHQ			4.00	Student
Intoxilizer 8000 Training	08/03/2010	08/03/2010	Warren DHQ			7.00	Student
English Grammar	09/07/2010	09/07/2010				0.00	
English Grammar	09/15/2010	09/15/2010				7.00	
2010 Fall CD Training	09/16/2010	09/16/2010				8.00	
Business Writing	09/17/2010	09/17/2010				7.00	
Data Privacy & House Bill 648	09/20/2010	09/20/2010	Online			2.00	Student
Troopers In-Service/PPE/Taser	05/11/2011	05/12/2011				0.00	
BAC Permit # 76038-S-6	05/12/2011	05/12/2012	Ohio Department of Health			4.00	Student
ESMD Training	05/19/2011	05/19/2011	Warren Post			4.00	Student
Troopers In-Service/PPE/Taser	06/13/2011	06/14/2011				16.00	
Monday Morning Motivation	06/20/2011	06/20/2011				4.00	
Criminal Patrol Baseline Awareness	06/29/2011	06/29/2011	REGIS			8.00	Student
Carbine Operators Course Qual.	08/22/2011	08/23/2011				0.00	
Carbine Operators Course Qual.	09/08/2011	09/09/2011				0.00	
2011 Fall CD Training	09/20/2011	09/20/2011				8.00	
LtCol David Gross Presentation	10/06/2011	10/06/2011	ODPS HQ - Shipley Building			6.00	Student
EAP for Supervisors	10/25/2011	10/25/2011	Ohio State Highway Patrol			2.00	Student
Email Records Retention	10/25/2011	10/25/2011	Online			2.00	Student
Ohio Ethics	10/25/2011	10/25/2011	Online			2.00	Student
Tpr- Introduction to the Media	11/30/2011	11/30/2011				6.00	
Detect Deception in Interviews	12/12/2011	12/12/2011	KSU Trumbull Branch			6.50	Student
Time Efficiency Value	01/18/2012	01/18/2012	Ravenna Post			2.00	Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
SANS Securing the Human	02/10/2012	02/10/2012	Online			2.00	Student
Sergeant In-Service/PPE/Taser	02/15/2012	02/15/2012				8.00	
Armorer Course	02/22/2012	02/23/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/09/2012	04/23/2012	1.00	
Sergeant Supervisory Skills	02/22/2012	02/23/2012				0.00	
Armorer Course	02/24/2012	02/24/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/23/2012	04/23/2012	1.00	
Firearms Instructor Course 12-01	02/27/2012	03/09/2012	Ohio State Highway Patrol			80.00	Student
Armorer Course	02/27/2012	03/09/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/23/2012	04/23/2012	1.00	
Weapons Training & Requalification 12-01	03/12/2012	03/12/2012	Ohio State Highway Patrol			8.00	Student
Armorer Course	03/12/2012	03/12/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/23/2012	04/23/2012	1.00	
Armorer Course	03/15/2012	03/16/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/23/2012	04/23/2012	1.00	
Armorer Course	03/15/2012	03/16/2012	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/24/2012	04/24/2012	1.00	
District Sergeat Training	03/22/2012	03/22/2012				7.00	
STO Certification	04/01/2012	12/31/2014	Online	11/26/2014	11/27/2014	1.00	
2012 Spring CD/Range Officer	04/24/2012	04/26/2012	Youngstown Rifle & Pistol Club			16.00	Instructor
CPR - Cardiopulmonary Resuscitation (OSHP Employees ONLY)	06/05/2012	06/05/2012	Lisbon Patrol Post, 9423 State Route 45, Lisbon, OH 44432	05/19/2012	07/18/2012	6.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Advanced Roadside Impaired Driving Enforcement (ARIDE)	06/14/2012	06/15/2012	Trumbull County Business College, 3200 Ridge Avenue SE, Warren, OH 44484	04/03/2012	06/15/2012	16.00	
ESMD Training	06/27/2012	06/27/2012	Warren Post			4.00	Student
Sovereign Citizen Extremists: Officer Safety & Awareness	08/16/2012	08/16/2012	Cleveland DHQ, 5225 West 140th Street, Brook Park, OH 44142	06/25/2012	08/21/2012	1.00	
Fiscal - Payment Card Trng	09/01/2012	12/11/2020	Online	01/25/2016	01/25/2016	1.00	
Active Shooter & Triage	09/06/2012	09/06/2012	Alum Creek Facility			8.00	Student
OH-1 Program (OSP ONLY)	09/07/2012	10/08/2012	Warren Patrol Post, 3424 State Route 422, Southington, OH 44470	10/05/2012	10/05/2012	4.00	
Range Officer/Fall CD	09/18/2012	09/20/2012	Youngstown Rifle & Pistol Club			16.00	Instructor
TIMS / QUICK CLEAR	11/07/2012	N/A				0.00	Student
National TIM Responder Train the Trainer Course	11/08/2012	11/08/2012	Ohio State Highway Patrol			10.00	Student
Eperformance	11/19/2012	11/19/2012	Cleveland DHQ, 5225 West 140th Street, Brook Park, OH 44142	11/14/2012	12/04/2012	6.00	
Ethics Education 3	11/26/2012	10/16/2013	Online	12/05/2012	12/29/2012	1.00	
Data Privacy and HB 648	02/10/2013	08/18/2017	Online	05/23/2013	09/28/2013	1.00	
2013 In Service *OSHP Only*	02/26/2013	02/26/2013	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/10/2012	02/26/2013	8.00	
Technical Aspects of ePerformance	02/28/2013	02/28/2013	Cleveland DHQ, 5225 West 140th Street, Brook Park, OH 44142	01/14/2013	02/28/2013	6.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Mid-Ohio Advanced Driver's Training	03/10/2013	03/10/2013	Mid-OH Sports Car Course, 7721 Steam Corners Road, Lexington, OH 44904	02/11/2013	03/10/2013	4.00	
2013 Spring CD Range Officer	04/22/2013	05/16/2013	Youngstown Rifle & Pistol Club			32.00	Instructor
Warren District 2013 Spring Civil Disturbance	04/22/2013	04/22/2013	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	04/22/2013	04/22/2013	8.00	
LEADS TRAINING	04/28/2013	04/28/2013	Warren Post			2.00	Student
BAC Permit # 76038-S-6	05/12/2013	05/12/2014	Ohio Department of Health			4.00	Student
ESMD Training	06/07/2013	06/07/2013	Warren Post			4.00	Student
Commercial Motor Vehicle Safety/Interdiction "OSHP Troopers & Officers Only"	08/08/2013	08/08/2013	Canton Patrol Post, 4710 Shuffel Road, North Canton, OH 44720	07/16/2013	08/08/2013	4.00	
Combined Charitable Campaign 2013 Video	08/27/2013	09/30/2014	Online	08/29/2013	09/28/2013	1.00	
A Video Message From Director John Born	09/24/2013	09/30/2014	Online	09/25/2013	09/28/2013	0.50	
Ohio Trooper Information System	09/27/2013	01/31/2018	Online	09/27/2013	09/28/2013	1.00	
DPS Ethics Education	10/15/2013	01/09/2015	Online	10/17/2013	10/30/2013	1.00	
Direct to Threat	10/21/2013	10/21/2013	Margaret Park Elementary School, 1413 Manchester Road, Akron, OH 44314	10/21/2013	10/21/2013	8.00	
Ohio State Highway Patrol Leadership Program	11/12/2013	11/21/2013	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	11/08/2013	11/21/2013	40.00	
District Sergeant Training	12/12/2013	12/12/2013	Cleveland DHQ, 5225 West 140th Street, Brook Park, OH 44142	11/15/2013	12/12/2013	8.00	
Contributing to a Safer Ohio Fourth Quarter Video	12/16/2013	N/A	Online	12/16/2013	01/24/2014	0.50	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
How We Contributed in 2013	12/23/2013	02/21/2016	Online	12/23/2013	01/24/2014	0.50	
5 Minutes for Life Video	01/09/2014	12/18/2017	Online	01/09/2014	01/24/2014	0.50	
Become a Red Cross Volunteer Information	02/05/2014	08/15/2020	Online	02/06/2014		1.00	
Contributing to a Safer Ohio - Spring 2014	03/27/2014	N/A	Online	03/28/2014	04/16/2014	0.50	
Contributing to a Safer Ohio - Summer 2014	03/27/2014	N/A	Online	07/09/2014	08/06/2014	0.50	
Contributing to a Safer Ohio -September 2014	03/27/2014	N/A	Online	10/06/2014	10/12/2014	0.50	
Safer Ohio Phone App	03/27/2014	04/30/2019	Online	04/08/2014	04/16/2014	0.50	
Civil Disturbance (CD) Spring Training	04/15/2014	04/15/2014	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	03/05/2014	04/15/2014	8.00	
BAC Permit # 76038-S-6	05/12/2014	05/12/2015	Ohio Department of Health			4.00	Student
Auto Larceny Baseline Awareness Training	05/27/2014	05/27/2014	Kent State University at Trumbull, 4314 Mahoning Avenue NW, Warren, OH 44483	05/21/2014	05/27/2014	4.00	
ESMD Training	06/25/2014	06/25/2014	Warren Post			4.00	Student
ODPS Accomplishments 2013 - 2014	08/01/2014	N/A	Online	08/01/2014	08/06/2014	0.50	
Combined Charitable Campaign 2014 Video	09/03/2014	N/A	Online	09/05/2014	10/12/2014	0.50	
Troopers In-Service	09/30/2014	09/30/2014	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	08/07/2014	09/30/2014	16.00	
Advanced Trooper Tactical Training	10/06/2014	10/06/2014	Margaret Park Elementary School, 1413 Manchester Road, Akron, OH 44314	08/05/2014	10/06/2014	4.00	
Advanced Trooper Tactical Training	10/06/2014	10/06/2014	Margaret Park Elementary School, 1413 Manchester Road, Akron, OH 44314	10/06/2014	10/06/2014	4.00	

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Sergeant to Lieutenant Promotional Exam	10/07/2014	10/07/2014	Ohio Department of Public Safety, Shipley Building, 1970 West Broad Street, Columbus, OH 43223	08/26/2014	10/07/2014	2.00	
Below 100	11/25/2014	11/25/2014	OPOTA Richfield, 4055 Highlander Parkway Suite B, Richfield, OH 44286	10/23/2014	11/25/2014	4.00	
Sgt to Lt Assessment Center	12/12/2014	12/12/2014				11.00	
2014 Director's Year-Ending Video	12/18/2014	02/29/2016	Online	01/07/2015	06/26/2015	0.50	
Contributing to a Safer Ohio - December 2014	12/18/2014	N/A	Online	12/18/2014	12/28/2014	0.50	
Contributing to a Safer Ohio - July 2015	12/18/2014	12/18/2017	Online	07/13/2015	07/17/2015	0.50	
Contributing to a Safer Ohio - March 2015	12/18/2014	12/18/2017	Online	04/10/2015	04/19/2015	0.50	
Ohio Ethics Law: Promoting Integrity in Public Service 2015	01/01/2015	01/31/2016	Online	03/25/2015	04/19/2015	1.00	
Sergeants In-Service	03/10/2015	03/10/2015	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/15/2014	03/10/2015	16.00	
OTIS Case Management Training	04/22/2015	04/22/2015	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/27/2015	04/22/2015	2.00	
Civil Disturbance (CD) Spring Training	04/27/2015	04/27/2015	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	08/17/2015	08/17/2015	8.00	
BAC Permit # 76038-S-6	05/12/2015	05/12/2016	Ohio Department of Health			4.00	Student
Fire Extinguishers at Work	06/08/2015	10/09/2018	Online	06/22/2015	06/26/2015	0.50	
Shake & Bake Clandestine Lab	06/08/2015	04/02/2020	Online	06/08/2015	06/26/2015	0.50	
ESMD Training	06/26/2015	06/26/2015	Canfield Post			4.00	Student
2015 ODPS Mid-Year Accomplishments	07/01/2015	12/18/2017	Online	07/07/2015	07/17/2015	0.50	

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2016 Director's Mid-Year Video	07/01/2015	12/18/2017	Online	07/05/2016	07/08/2016	0.50	
Law Enforcement Firearms Requalification Program	07/10/2015	07/10/2015	OPOTA			8.00	Student
Combined Charitable Campaign 2015 Video	09/09/2015	02/29/2016	Online	09/11/2015	12/31/2015	0.50	
2015 Director's Year-End Video	09/14/2015	12/18/2017	Online	12/30/2015	12/31/2015	0.50	
Contributing to a Safer Ohio - September 2015	09/14/2015	12/18/2017	Online	10/02/2015	12/31/2015	0.50	
Contributing to a Safer Ohio: Oct - Dec 2015 "While you were sleeping" Edition	09/14/2015	12/18/2017	Online	01/19/2016	01/25/2016	0.50	
2015 Fall CD/Range Officer	09/16/2015	09/16/2015	Youngstown Rifle & Pistol Club			32.00	Instructor
OSP Interdiction Refresher Training	09/29/2015	09/29/2015	Kent State University at Trumbull, 4314 Mahoning Avenue NW, Warren, OH 44483	07/27/2015	09/29/2015	6.00	
Workplace Domestic Violence Training	10/06/2015	10/06/2015	Online			2.00	Student
Sergeants Annual Training	10/13/2015	10/13/2015	Ravenna Patrol Post, 6259 State Route 14, Ravenna, OH 44266	09/02/2015	10/13/2015	0.50	
Voice over Internet Protocol (VoIP)	01/01/2016	01/31/2018	Online	06/13/2016	07/08/2016	1.00	
Civil Disturbance Readiness Training	01/26/2016	01/26/2016	Ohio National Guard Armory, 475 Victoria Road, Youngstown, OH 44515	01/08/2016	01/26/2016	1.00	
Sergeants In-Service	03/09/2016	03/10/2016	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/08/2016	03/10/2016	16.00	
Contributing to a Safer Ohio: April - June 2016	04/08/2016	12/18/2017	Online	07/05/2016	07/08/2016	0.50	
Contributing to a Safer Ohio: January - March 2016	04/08/2016	12/18/2017	Online	04/14/2016	04/18/2016	0.50	
Ohio Ethics Law: Cultivating Good Governance	04/25/2016	08/16/2017	Online	04/25/2016	05/08/2016	1.00	

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OTIS Case Management Training	04/25/2016	04/25/2016	Warren DHQ, 3424 State Route 422, Southington, OH 44470	04/25/2016	04/25/2016	2.00	
Civil Disturbance (CD) Spring Training	05/02/2016	05/02/2016	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	05/02/2016	05/02/2016	8.00	
NARCAN (Naloxone Hydrochloride)	05/04/2016	02/17/2017	Online	05/05/2016	05/08/2016	0.50	
BAC Permit # 76038-S-6	05/12/2016	05/12/2017	Ohio Department of Health			4.00	Student
ESMD Training	05/23/2016	05/23/2016	Canfield Post			4.00	Student
CPR Video	05/23/2016	12/18/2018	Online	05/25/2016	08/08/2016	0.50	
OSP Policy 203.20 Response to Resistance Quiz	08/25/2016	01/23/2017	Online	08/29/2016	09/01/2016	0.50	
House Bill 110 Update	09/09/2016	11/01/2019	Online	09/09/2016	09/12/2016	0.50	
Civil Disturbance (CD) Fall Training	09/22/2016	09/22/2016	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	09/26/2016	09/26/2016	8.00	
Sergeant to Lieutenant Promotional Exam	09/23/2016	09/23/2016	Assessment Center Testing Area, 3rd Floor 329 Suite, 1970 West Broad Street, Columbus, OH 43223	07/08/2016	09/23/2016	2.00	
Colonel's Quarterly Video	09/28/2016	12/18/2018	Online	09/28/2016	09/29/2016	0.50	
Sergeants Annual Training	10/13/2016	10/13/2016	Warren DHQ, 3424 State Route 422, Southington, OH 44470	09/01/2016	10/13/2016	0.50	
Intentional Contact Video	10/17/2016	11/12/2019	Online	10/18/2016	10/20/2016	0.50	
Sergeant to Lieutenant Assessment Center	11/03/2016	11/03/2016	Ohio Department of Public Safety, Shipley Building, 1970 West Broad Street, Columbus, OH 43223	10/06/2016	11/03/2016	1.00	

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Ohio Deferred Comp. - Professor Penny Discusses Required Minimum Distributions	11/08/2016	12/18/2018	Online	11/09/2016	12/19/2016	0.50	
Colonel Pride's Holiday Message - 2016	12/19/2016	12/18/2018	Online	12/19/2016	12/19/2016	0.05	
Retirement Readiness - 10 Year Seminar	12/20/2016	12/20/2016	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	10/06/2016	12/20/2016	1.00	
CALEA New Hire Video	01/01/2017	11/01/2019	Online	02/07/2017	02/10/2017	0.50	
CPR Video	01/01/2017	01/31/2018	Online	02/02/2017	02/10/2017	0.50	
2016 Directors Year End Video	01/03/2017	12/18/2017	Online	01/03/2017	01/09/2017	0.50	
NARCAN (Naloxone Hydrochloride)	02/06/2017	01/31/2018	Online	02/06/2017	02/10/2017	0.50	
Ohio Ethics Law: It's Everyone's Business!	02/10/2017	01/31/2018	Online	05/10/2017	05/10/2017	1.00	
OSHP SWORN IN-SERVICE TRAINING	02/27/2017	02/28/2017	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/09/2016	02/28/2017	16.00	
Surviving an Active Aggressor/Threat	03/01/2017	09/06/2018	Online	03/06/2017	03/24/2017	1.00	
Civil Disturbance (CD) Spring Training	05/01/2017	05/01/2017	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	02/10/2017	05/01/2017	8.00	
BAC Certification	05/12/2017	05/12/2018	Ohio Department of Health				Student
BAC Permit #76038-S-6	05/12/2017	05/12/2018	Ohio Department of Health			4.00	Student
ESMD Training	06/26/2017	06/26/2017	Canfield Post			4.00	Student
OSP Policy 203.20 Response to Resistance Quiz	08/29/2017	12/21/2018	Online	08/31/2017	08/31/2017	0.50	
Hypothermia Training Video	11/01/2017	11/12/2019	Online	11/01/2017	11/17/2017	0.50	
OSHP-EEO Supervisor Training	11/06/2017	11/06/2017	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	09/18/2017	11/06/2017	1.00	
Milestone Promotional Process 2017 Update	11/13/2017	10/19/2020	Online	11/14/2017	11/17/2017	0.50	
Colonel Pride's 2017 Year End Video	12/27/2017	10/30/2018	Online	12/27/2017	12/28/2017	0.05	

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2017 DPS Year-End Video	12/28/2017	12/31/2018	Online	12/28/2017	01/14/2018	1.00	
Contributing to a Safer Ohio - 4th Quarter 2017	12/28/2017	12/31/2018	Online	12/29/2017	01/14/2018	1.00	
2017 CALEA	12/29/2017	03/10/2021	Online	12/29/2017	01/14/2018	0.05	
NARCAN (Naloxone Hydrochloride)	01/01/2018	01/01/2019	Online	01/03/2018	01/14/2018	0.50	
CPR Online Review	01/03/2018	11/12/2019	Online	01/03/2018	11/12/2019	0.50	
OHLEG Security Update (2018)	01/03/2018	07/31/2019	Online	01/16/2018	01/25/2018	0.50	
SOF Tactical Tourniquet Training	01/05/2018	11/12/2019	Online	01/05/2018	01/14/2018	0.50	
Criminal Patrol - Drug Interdiction	01/18/2018	01/19/2018	Kent State University at Trumbull, 4314 Mahoning Avenue NW, Warren, OH 44483	12/19/2017	01/19/2018	16.00	
Field Force Event Training	02/08/2018	02/08/2018	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/24/2018	02/08/2018	8.00	
OSHP HPFP UPDATE	03/06/2018	03/20/2020	Online	03/06/2018	03/07/2018	0.50	
Ohio Ethics Law: Upholding Trust in Government	03/20/2018	01/31/2019	Online	08/14/2018	08/21/2018	1.00	
HyFin Chest Seals and IFAK First Aid Kits	04/30/2018	11/12/2019	Online	05/14/2018	06/12/2018	0.50	
BAC Permit	05/12/2018	05/12/2019	Ohio Department of Health				Student
2018 Sworn In-Service Training	05/17/2018	05/17/2018	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	02/01/2018	05/17/2018	7.00	
SMD Annual Training Video - LIDAR	06/11/2018	04/30/2019	Online	06/11/2018	06/12/2018	0.50	
SMD Annual Training Video - RADAR	06/11/2018	04/30/2019	Online	06/11/2018	06/12/2018	0.50	
ESMD Training	06/20/2018	06/20/2018	Warren Post			4.00	Student
Rating the Interview	06/28/2018	01/31/2019	Online	08/01/2018	08/01/2018	1.00	
PCARD for Supervisors FY2018	07/12/2018	07/12/2018	MyOhio ELM				Student

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Autonomous Vehicle Awareness	07/16/2018	03/14/2020	Online	07/16/2018	07/18/2018	0.50	
2018 Directors Accomplishments Video	08/15/2018	08/29/2019	Online	08/15/2018	08/21/2018	1.00	
Contributing to a Safer Ohio - 2nd Quarter 2018	08/15/2018	01/31/2019	Online	08/21/2018	08/24/2018	1.00	
Cyber Security Awareness Training	08/15/2018	01/01/2019	Online	10/11/2018	10/11/2018	1.00	
Risk Management Training	09/14/2018	09/14/2018	Kent State Trumbull Campus, 4314 Mahoning Avenue NW, Warren, OH 44483	07/06/2018	09/14/2018	4.00	
Civil Disturbance (CD) Fall Training	09/26/2018	09/26/2018	Youngstown Pistol and Rifle Club, 8920 Shaffer Road North, Jackson, OH 44451	08/22/2018	09/26/2018	8.00	
Hypothermia Training Video	10/31/2018	03/16/2020	Online	10/31/2018	11/20/2018	0.50	
Contributing to a Safer Ohio - 3rd Quarter 2018	11/09/2018	12/31/2019	Online	11/19/2018	11/19/2018	1.00	
Sergeants Annual Training	11/16/2018	11/16/2018	Warren DHQ, 3424 State Route 422, Southington, OH 44470	11/05/2018	11/16/2018	0.50	
Statewide Terrorism Analysis & Crime Center Website	11/19/2018	01/31/2020	Online	11/19/2018	11/20/2018	0.50	
Suicide Prevention Resources	11/28/2018	01/31/2020	Online	11/28/2018	12/11/2018	0.50	
2018 Cryptocurrency Training	12/03/2018	03/14/2020	Online	12/03/2018	12/10/2018	0.50	
CPR Online Review	01/02/2019	01/01/2020	Online	01/03/2019	12/19/2019	0.50	
NARCAN (Naloxone Hydrochloride)	01/02/2019	01/01/2020	Online	01/03/2019	01/04/2019	0.50	
Ohio Medical Marijuana Control Program	01/02/2019	03/14/2020	Online	01/03/2019	01/04/2019	0.50	
HyFin Chest Seals and IFAK First Aid Kits	02/01/2019	02/02/2020	Online	02/12/2019	02/14/2019	0.50	
Ohio Ethics Law: Good Government in Action	03/20/2019	01/08/2020	Online	04/09/2019	04/24/2019	1.00	
Phishing Decision Tree Video	04/17/2019	01/31/2020	Online	04/23/2019	04/24/2019	1.00	
Ohio Communication Disability Law Enforcement Training Video	05/01/2019	05/01/2020	Online	05/01/2019	05/15/2019	0.50	
Off Duty Carry	05/10/2019	05/10/2020	Online	05/10/2019	08/21/2019	0.50	

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SMD Annual Training Video - LIDAR	05/10/2019	04/30/2020	Online	05/10/2019	05/15/2019	0.50	
SMD Annual Training Video - RADAR	05/10/2019	04/30/2020	Online	05/10/2019	05/15/2019	0.50	
BAC Certificate permit #76038-S-6	05/12/2019	05/12/2020	Warren Post				Student
Heat-Related Illnesses	05/23/2019	05/25/2020	Online	05/23/2019	08/21/2019	0.50	
2019 Weapons Transition Course	05/30/2019	05/30/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	02/28/2019	05/30/2019	9.00	
ESMD Training	06/27/2019	06/27/2019	Warren Post			4.00	Student
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	07/09/2019	03/14/2020	Online	09/27/2019	09/27/2019	1.00	
Senate Bill 57 - Train the Trainer Course	07/24/2019	07/24/2019	Ohio Department of Administrative Services, 4200 Surface Road, Columbus, Ohio 43228	07/24/2019	07/24/2019	3.00	
Cyber Security Awareness Training: Creating Strong Passwords	09/01/2019	01/31/2020	Online	10/24/2019	10/25/2019	1.00	
Cyber Security Awareness Training: Protecting Privacy	09/01/2019	01/31/2020	Online	10/24/2019	10/25/2019	1.00	
Cyber Security Awareness Training: Social Engineering Red Flags	09/01/2019	01/31/2020	Online	10/24/2019	10/25/2019	1.00	
2019 Colonel's Video Series	09/26/2019	03/14/2020	Online	09/26/2019	09/26/2019	0.50	
Precision Immobilization Training	09/30/2019	09/30/2019	OPOTA Driving Track, State Route 42 SW, London, OH 43140	06/13/2019	09/30/2019	8.00	
2019 Diversity Training	10/01/2019	10/01/2019	Kent State Trumbull Campus, 4314 Mahoning Avenue NW, Warren, OH 44483	06/24/2019	10/01/2019	8.00	
Hypothermia Training Video	10/08/2019	03/14/2020	Online	10/08/2019	10/14/2019	0.50	

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Civil Disturbance (CD) Spring Training	10/11/2019	10/11/2019	Barberton Police Department Range, 5087 South Van Buren Street, Barberton, Ohio 44203	09/11/2019	10/11/2019	8.00	
All Hazards and Incident Command	10/16/2019	10/31/2020	Online	10/16/2019	10/25/2019	0.50	
2019 Sworn In-Service Training	10/17/2019	10/17/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/17/2018	10/17/2019	7.00	
2019 Colonel's Second Video	10/18/2019	03/14/2020	Online	10/18/2019	10/25/2019	0.50	
Disability Etiquette & Awareness Training	10/24/2019	10/24/2019	online				Student
OSHP Sergeant Leadership Development Course	10/28/2019	11/07/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	08/06/2019	11/07/2019	80.00	
Responding to Domestic Violence in the Workplace - Role of the Manager	10/29/2019	04/24/2020	Online	11/05/2019	11/13/2019	1.00	
2019 Colonel's Third Video	11/25/2019	03/14/2020	Online	11/25/2019	11/27/2019	0.50	
Sergeants Annual Training	12/10/2019	12/10/2019	Warren DHQ, 3424 State Route 422, Southington, OH 44470	11/26/2019	12/10/2019	0.50	
Mental Health Training Video	12/13/2019	10/01/2020	Online	12/13/2019	12/14/2019	0.50	
CPR Online Review	01/02/2020	12/11/2020	Online	01/02/2020	01/17/2020	0.50	
NARCAN (Naloxone Hydrochloride)	01/02/2020	11/30/2020	Online	01/02/2020	01/18/2020	0.50	
HyFin Chest Seals and IFAK First Aid Kits	02/07/2020	11/30/2020	Online	02/07/2020	02/07/2020	0.50	
Ohio Ethics Law 20/20 Part Four: Sales to Public Agencies and Post-Employment	02/07/2020	01/31/2021	Online	02/25/2020	02/28/2020	0.25	
Ohio Ethics Law 20/20 Part One: Conflicts of Interest	02/07/2020	01/31/2021	Online	02/25/2020	02/28/2020	0.25	
Ohio Ethics Law 20/20 Part Three: Public Contracts and Nepotism	02/07/2020	01/31/2021	Online	02/25/2020	02/28/2020	0.25	
Ohio Ethics Law 20/20 Part Two: Gifts	02/07/2020	01/31/2021	Online	02/25/2020	02/28/2020	0.25	

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SOF Tactical Tourniquet Training	02/07/2020	02/01/2021	Online	02/07/2020	02/07/2020	0.05	
Introduction to the 14 Leadership Traits and Identifying Transactional and Transformational Behaviors	02/10/2020	02/10/2020	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/31/2019	02/10/2020	7.50	
OSP-Human Trafficking	03/10/2020	03/10/2020	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/31/2020	03/10/2020	3.00	
Colonel Fambro COVID-19 Resilience Video	03/17/2020	02/05/2021	Online	03/17/2020	03/18/2020	0.50	
Colonel Fambro COVID-19 - Communication	03/25/2020	02/05/2021	Online	03/25/2020	03/26/2020	0.50	
Colonel Fambro COVID-19 - Community Involvement	04/01/2020	02/05/2021	Online	04/01/2020	04/01/2020	0.50	
Colonel Fambro - COVID-19 National Communicators Week Video	04/09/2020	02/05/2021	Online	04/09/2020	04/09/2020	0.50	
Microsoft Teams - Getting Started	04/09/2020	01/31/2021	Online	11/06/2020	12/15/2020	1.00	
All Hazards and Incident Command	04/15/2020	02/05/2021	Online	04/15/2020	04/16/2020	0.50	
Colonel Fambro COVID-19 - Continuing the Mission Video	04/16/2020	02/05/2021	Online	04/16/2020	04/16/2020	0.50	
Colonel Fambro COVID-19 - Embracing Change	04/23/2020	02/05/2021	Online	04/23/2020	04/23/2020	0.50	
Colonel Fambro COVID-19 - Showing Appreciation	04/29/2020	02/05/2021	Online	04/29/2020	04/29/2020	0.50	
2020 In-Service: Risk Management	05/01/2020	10/21/2021	Online	05/13/2020	05/13/2020	0.82	
2020 In-Service: Sovereign Citizen	05/01/2020	10/21/2021	Online	05/14/2020	05/14/2020	1.00	
2020 In-Service: Supervising Critical Incidents	05/01/2020	10/21/2021	Online	05/14/2020	05/16/2020	0.60	
2020 In-Service: TASER Update	05/01/2020	10/21/2021	Online	05/14/2020	05/14/2020	0.02	
SMD Annual Training Video - LIDAR	05/01/2020	02/08/2021	Online	05/01/2020	05/06/2020	0.50	
SMD Annual Training Video - RADAR	05/01/2020	02/08/2021	Online	05/01/2020	05/06/2020	0.50	
Colonel Fambro COVID-19 - Transitioning and Moving Forward	05/06/2020	02/05/2021	Online	05/06/2020	05/06/2020	0.50	
2020 Ohio State Highway Patrol Memorial Video	05/07/2020	02/05/2021	Online	05/07/2020	05/13/2020	0.50	
BAC Certificate permit #76038-S-6	05/12/2020	05/12/2021	Ohio Dept. of Health				Student

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Colonel Fambro COVID-19 - Remembering Fallen Heroes	05/13/2020	02/05/2021	Online	05/13/2020	05/13/2020	0.50	
ESMD Training	05/20/2020	05/20/2020	Warren Post			4.00	Student
Colonel Fambro COVID-19 - Moving Forward	05/20/2020	02/05/2021	Online	05/20/2020	05/20/2020	0.50	
2020 CD Online Training	05/21/2020	10/21/2021	Online	05/21/2020	05/21/2020	0.50	
DPS Responsible RestartOhio In-Office Protocols	05/21/2020	12/31/2020	Online	05/26/2020	05/27/2020	1.00	
Colonel Fambro COVID-19 - Memorial Day Weekend	05/27/2020	02/05/2021	Online	05/27/2020	05/28/2020	0.50	
Colonel Fambro - May Our Most Sincere Intentions Be Reflective In Our Work	06/03/2020	02/05/2021	Online	06/03/2020	06/03/2020	0.50	
Heat-Related Illnesses	06/03/2020	11/30/2020	Online	06/03/2020	06/03/2020	0.50	
Risk Management Training Quiz - 2020	06/11/2020	10/21/2021	Online	06/12/2020	06/17/2020	1.00	
Colonel Fambro - Retirees, Diversity and Moving Forward	06/17/2020	02/05/2021	Online	06/17/2020	06/17/2020	0.50	
Colonel Fambro - Placing Mental and Physical Health at the Forefront	07/08/2020	02/05/2021	Online	07/08/2020	07/09/2020	0.50	
Colonel Fambro: COVID-19 - Diversification and Core Mission Video	07/30/2020	02/05/2021	Online	07/30/2020	07/30/2020	0.50	
Inclusive Listening: Pushing Through Our Biases	08/11/2020	08/11/2020	Ohio Learn			1.00	Student
2020 Sworn In-Service Practical Training	08/17/2020	08/17/2020	Canfield Fairgrounds - 7265 Columbiana Canfield Rd Canfield, OH 44406	05/27/2020	08/17/2020	6.50	
2020 Civil Disturbance (CD) Spring Training	08/25/2020	08/25/2020	West Branch State Park Target Range - 4958 Rock Spring Rd. Ravenna, OH 44266.	07/15/2020	08/25/2020	8.00	
Colonel Fambro - Labor Day Message and Celebrating Retirees	09/03/2020	02/05/2021	Online	09/03/2020	09/03/2020	0.50	
2020 Sport Utility Vehicle Familiarization Course	09/14/2020	09/14/2020	Tactical Training Center, 1960 US 42 SW, London, Ohio	02/26/2020	09/14/2020	3.00	
Hypothermia Training Video	10/08/2020	02/08/2021	Online	10/08/2020	10/09/2020	0.50	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	10/08/2020	01/18/2021	Online	10/08/2020	10/09/2020	1.00	
Colonel Fambro - We Are In This Together	10/09/2020	02/05/2021	Online	10/09/2020	10/09/2020	0.50	
Sergeants Annual Training	10/20/2020	10/20/2020	Mill Creek Metro Parks Farm, 7574 Columbiana-Canfield Road, Canfield, OH 44406	10/09/2020	10/20/2020	0.50	
2020 Diversity Segment One	10/26/2020	01/15/2022	Online	10/26/2020	10/27/2020	0.67	
Diversity Training Quiz 1 - 2020	10/26/2020	10/21/2021	Online	10/26/2020	10/28/2020	0.08	
SOF Tactical Tourniquet Training	10/27/2020	10/26/2020	Online	02/05/2019	02/08/2019	0.50	
Mental Health Training Video	10/29/2020	10/19/2020	Online	10/29/2020	10/29/2020	0.50	
2020 Diversity Segment Two	12/02/2020	01/15/2022	Online	12/02/2020	12/10/2020	0.50	
Police Legitimacy and the Community Bank Account Quiz - 2020	12/02/2020	10/21/2021	Online	12/02/2020	12/10/2020	1.00	
2020 Diversity Segment Three	12/15/2020	01/15/2022	Online	12/23/2020	12/24/2020	0.50	
Colonel Fambro - Showcasing Our Work	12/23/2020	01/31/2021	Online	12/23/2020	12/24/2020	0.50	
Bloodborne Pathogens Training	12/28/2020	04/28/2021	Online	12/29/2020	12/31/2020	0.50	
CPR Online Review	01/04/2021	01/15/2022	Online	01/04/2021	01/12/2021	0.50	
NARCAN (Naloxone Hydrochloride)	01/04/2021	10/21/2021	Online	01/04/2021	01/12/2021	0.50	
OSP 203-20 - Response to Resistance	02/01/2021	09/30/2022	Online	04/04/2021	04/07/2021	0.50	
OSP 902.04 - Officer Safety and Deadly Errors	02/01/2021	09/30/2022	Online	04/04/2021	04/07/2021	0.50	
Taser CEW Annual Conducted Energy Weapon User Update	02/01/2021	09/30/2022	Online	04/04/2021	04/20/2021	0.50	
Career Exploration & Professional Development - Online	02/04/2021	01/31/2022	Online	03/15/2021	03/17/2021	1.00	
HyFin Chest Seals and IFAK First Aid Kits	02/08/2021	01/15/2022	Online	02/08/2021	02/11/2021	0.50	
SOF Tactical Tourniquet Training	02/08/2021	10/21/2021	Online	02/08/2021	02/11/2021	0.05	
LEADS Inquiry Test	03/12/2021	03/12/2023	LEADS			2.00	Student
2020 Leadership Awards Recognition	03/12/2021	07/12/2021	Online	03/12/2021	03/17/2021	0.50	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Handgun Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/17/2021	0.50	
Rifle Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/17/2021	0.50	
Shotgun Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/17/2021	0.50	
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	03/26/2021	01/15/2022	Online	03/26/2021	03/31/2021	1.00	
HB1 Guidance - Restraints/Confinement of Pregnant Women	04/06/2021	03/31/2023	Online	04/06/2021	04/07/2021	0.50	
COVID-19, Making an Informed Decision	04/11/2021	01/15/2022	Online	04/12/2021	04/16/2021	0.50	
The Ohio Ethics Law: Building a Culture of Integrity	04/29/2021	04/29/2021	Ohio Learn			2.00	Student
Bloodborne Pathogens Training	05/03/2021	01/15/2022	Online	05/03/2021	05/04/2021	0.50	
Heat-Related Illnesses	05/03/2021	01/15/2022	Online	05/03/2021	05/04/2021	0.50	
SMD Annual Training Video - RADAR	05/03/2021	04/07/2022	Online	05/03/2021	05/05/2021	0.50	
BAC Permit # 76038-S-6	05/12/2021	05/12/2022	Ohio Department of Health			2.00	Student
Ohio's New Protection Order - Notice of Existence of Protection Order	05/25/2021	12/31/2022	Online	05/25/2021	05/26/2021	0.50	
Ohio's Protection Order - Post-Conviction No Contact Orders	05/25/2021	03/31/2023	Online	05/25/2021	05/26/2021	0.50	
ESMD Training	06/11/2021	06/11/2021	Warren Post			4.00	Student
Response to Resistance Video Series - Wright v. Euclid	06/30/2021	01/15/2022	Online	06/30/2021	07/01/2021	0.50	
Showcasing our Ability to Adapt to Challenges and High Profile Circumstances	07/22/2021	01/15/2022	Online	07/22/2021	08/05/2021	0.50	
Responding to Domestic Violence in the Workplace - As an Employee	08/05/2021	08/05/2021	Ohio Learn			2.00	Student
2021 Civil Disturbance Training	09/13/2021	09/13/2021	Four Mile Run Christian Church, 701 North Four Mile Run Road, Youngstown, Ohio 44515	07/13/2021	09/13/2021	8.00	
Hypothermia Training Video	09/30/2021	01/30/2022	Online	09/30/2021	10/07/2021	0.50	
Mental Health Training	09/30/2021	04/07/2022	Online	09/30/2021	10/07/2021	0.50	

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Hear to Serve - Lieutenant Colonel M. K. Gaskill	10/01/2021	12/31/2022	Online	10/01/2021	10/07/2021	0.50	
We All Have A Date With This Virus	10/08/2021	03/11/2022	Online	10/08/2021	10/11/2021	0.50	
Public Safety Training Campus - Upgrades & Enhancements	10/12/2021	12/31/2021	Online	10/13/2021	11/03/2021	1.00	
2021 Sworn In-Service Training	10/14/2021	10/14/2021	Cleveland DHQ, 5225 West 140th Street, Brook Park, OH 44142	09/22/2021	10/14/2021	8.00	
Hear to Serve - Mick Yinger	11/01/2021	12/31/2022	Online	11/01/2021	11/03/2021	0.50	
OhioHealth Answers Your COVID-19 Questions Part 2	11/08/2021	03/08/2022	Online	11/08/2021	11/10/2021	0.50	
Hear to Serve Podcast #3 - Denise Williams	12/01/2021	12/31/2022	Online	12/01/2021	12/29/2021	0.50	
Handle with Care: Summary	12/08/2021	12/31/2022	Online	12/20/2022	12/24/2022	1.00	
Warren DHQ ICAT: Integrating, Communications, Assessment and Tactics Training	12/13/2021	12/13/2021	Southington Christian Church, 3285 State Route 534, Southington, OH 44470	12/07/2021	12/13/2021	4.00	
SB 33 - Refresher Training	12/29/2021	03/31/2023	Online	12/29/2021	01/01/2022	0.50	
CPR Online Review	01/03/2022	12/31/2022	Online	01/03/2022	01/26/2022	0.50	
NARCAN (Naloxone Hydrochloride)	01/03/2022	11/30/2022	Online	01/03/2022	01/26/2022	0.50	
Axon Body Camera Training	01/05/2022	02/01/2023	Online	02/07/2022	02/10/2022	0.50	
Crisis Intervention Team (CIT) Familiarization Training	01/19/2022	01/20/2022	Fellows Riverside Gardens/ Davis Education & Visitor Center, 123 McKinley Avenue, Youngstown, OH 44509	10/28/2021	01/20/2022	16.00	
Taser CEW Annual Conducted Energy Weapon User Update	01/21/2022	11/30/2022	Online	01/24/2022	01/26/2022	0.50	
Sergeant to Lieutenant Promotional Exam	02/08/2022	02/08/2022	Assessment Center Testing Area, 3rd Floor 329 Suite, 1970 West Broad Street, Columbus, OH 43223	01/19/2022	02/08/2022	2.00	

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AXON, TASER Energy Weapon Annual Operator Update - Feb. 2022	02/09/2022	03/31/2023	Online	02/09/2022	02/10/2022	0.50	
2022 Domestic Violence Legal Updates	02/17/2022	01/31/2023	Online	02/17/2022	04/13/2022	4.00	
MAT - Trauma Video #1	02/24/2022	02/01/2023	Online	02/24/2022	03/17/2022	0.50	
SMD Annual Training Video - LIDAR	03/07/2022	04/07/2022	Online	05/03/2021	05/05/2021	0.50	
Hear to Serve Podcast #4 - Tricia Knoles	03/08/2022	02/01/2023	Online	03/08/2022	03/17/2022	0.50	
Impact 22 Crisis Communications Strategy	03/22/2022	11/30/2022	Online	03/22/2022	03/23/2022	0.50	
Protecting Privacy 2021-22	03/25/2022	03/25/2022	Ohio Learn			0.50	Student
Security Awareness 2021-22	03/26/2022	03/26/2022	Ohio Learn			0.50	Student
Social Engineering Red Flags 2021-22	03/26/2022	03/26/2022	Ohio Learn			0.50	Student
All Hazards and Incident Command	04/05/2022	12/31/2022	Online	04/05/2022	04/13/2022	0.50	
Office 2021: NEW Features	04/05/2022	01/31/2023	Online	04/12/2022	04/13/2022	1.00	
2022 Sworn In-Service Training	04/07/2022	04/08/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/08/2021	04/08/2022	16.00	
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	04/13/2022	01/31/2023	Online	04/13/2022	04/14/2022	1.00	
CD-Weapons Qualification and Law Enforcement Response to Mass Protests/Demonstrations Training	04/18/2022	04/18/2022	Struthers Range, 15 Union Street, Campbell, OH 44471	04/25/2022	04/18/2022	8.00	
MAT - Trauma Video #2	04/25/2022	12/10/2022	Online	04/25/2022	05/08/2022	0.50	
SMD Annual Training Video - LIDAR	05/05/2022	03/31/2023	Online	05/05/2022	05/08/2022	0.50	
SMD Annual Training Video - RADAR	05/05/2022	03/31/2023	Online	05/05/2022	05/08/2022	0.50	
MAT - Trauma Video #3	05/26/2022	12/10/2022	Online	05/26/2022	06/01/2022	0.50	
Bloodborne Pathogens Training	06/07/2022	12/10/2022	Online	06/07/2022	06/15/2022	0.50	
MAT - Trauma Video #4	06/07/2022	12/31/2022	Online	06/07/2022	06/15/2022	0.50	
Ohio Firearms Carry Training (2022)	06/16/2022	02/01/2023	Online	06/16/2022	06/30/2022	0.50	

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ESMD	06/18/2022	06/18/2022	Warren Post			4.00	Student
Roll Call Training July 2022	06/30/2022	02/01/2023	Online	06/30/2022	07/14/2022	0.10	
Kronos for Employees 2022	07/05/2022	07/05/2022	Ohio Learn			0.50	Student
Search & Seizure Annual Quiz for All Sworn (OSHP and PO)	07/14/2022	03/15/2023	Online	08/09/2022	08/12/2022	1.00	
UH First Aid and Tourniquet Training	07/20/2022	07/20/2022	Warren DHQ, 3424 State Route 422, Southington, OH 44470	07/21/2022	07/20/2022	2.00	
The Ohio Ethics Law: Just the Facts 2022	07/29/2022	07/29/2022	Ohio Learn			0.50	Student
What You Do Matters	08/01/2022	08/01/2022	Kent State Trumbull Campus, 4314 Mahoning Avenue NW, Warren, OH 44483	07/26/2022	08/01/2022	3.00	
MAT - FULL Trauma Video #5	08/10/2022	03/15/2023	Online	08/10/2022	08/12/2022	0.50	
Colonel Jones' Message	08/16/2022	12/31/2022	Online	08/16/2022	08/17/2022	0.50	
Sergeant Mentor Training	08/25/2022	08/25/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	07/22/2022	08/25/2022	6.00	
2022 Weapons Transition Course	08/31/2022	08/31/2022	OSHP Academy			8.00	Student
District Range Officer Training	08/31/2022	08/31/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	08/12/2022	08/31/2022	8.00	
Roll Call Training December 2022	10/04/2022	03/15/2023	Online	10/04/2022	12/24/2022	0.10	
Roll Call Training November 2022	10/04/2022	03/15/2023	Online	10/04/2022	11/16/2022	0.10	
Roll Call Training October 2022	10/04/2022	03/15/2023	Online	10/04/2022	11/16/2022	0.10	
2022 Weapons Transition Course - DRO	10/27/2022	10/27/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	09/15/2022	10/27/2022	8.00	
Embodying Service with a Purpose on the Patrol's 89th Birthday	11/15/2022	12/31/2022	Online	11/15/2022	11/16/2022	0.50	

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Roll Call Training - Mental Health January 2023	11/28/2022	04/10/2023	Online	01/06/2023	01/12/2023	0.50	
Cultural Awareness & Respect Education/Stress First Aid/In-Service CPT 2022	12/19/2022	12/19/2022	Kent State Trumbull Campus, 4314 Mahoning Avenue NW, Warren, OH 44483	09/15/2022	12/19/2022	8.00	
Holiday Message from Colonel Jones	12/22/2022	01/31/2023	Online	12/22/2022	12/24/2022	0.50	
All Hazards and Incident Command	01/04/2023	12/31/2023	Online	04/25/2023	04/25/2023	0.50	
NARCAN (Naloxone Hydrochloride)	01/13/2023	06/30/2023	Online	01/13/2023	01/14/2023	0.50	
Taser 7 Transition Presentation	01/13/2023	03/15/2023	Online	01/13/2023	01/14/2023	0.50	
TASER 7 Transition	01/26/2023	01/26/2023	Warren DHQ, 3424 State Route 422, Southington, OH 44470	01/30/2023	01/26/2023	7.00	
Roll Call Training - Mental Health February 2023	02/01/2023	03/31/2023	Online	02/01/2023	02/09/2023	0.50	
Securing Ohio 2022-23 Training	02/28/2023	04/21/2023	Online	02/28/2023	03/16/2023	1.67	
The Ohio Ethics Law 2023: Following the Right Path	03/01/2023	12/31/2023	Online	03/01/2023	03/02/2023	1.00	
Roll Call Training - Mental Health March 2023	03/02/2023	04/30/2023	Online	03/02/2023	03/03/2023	0.50	
Sergeant to Lieutenant Promotional Exam	03/13/2023	03/13/2023	Assessment Center Testing Area, 3rd Floor 329 Suite, 1970 West Broad Street, Columbus, OH 43223	02/03/2023	03/13/2023	2.00	
Ohio's New Distracted Driving Law: What You Need to Know	03/19/2023	09/20/2023	Online	03/20/2023	03/30/2023	0.17	
State of Patrol Address	04/03/2023	09/30/2023	Online	04/04/2023	04/14/2023	1.00	
2023 Civil Disturbance Training	04/04/2023	04/04/2023	Campbell Range, 15 Union Street, Campbell, Ohio 44502	02/20/2023	04/04/2023	8.00	
Hear to Serve Podcast #5	04/20/2023	12/31/2023	Online	04/20/2023	04/20/2023	0.50	
Roll Call Training - Mental Health April 2023	04/26/2023	05/31/2023	Online	04/26/2023	04/27/2023	0.50	

DEPARTMENT RECORD



Employee Name [REDACTED]	Unit Number [REDACTED]	Hire Date 09/13/2000
Job Description Sergeant	Division OSP	Department D4 Post 78 Warren

No Department Record Found



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO STATE HIGHWAY PATROL



WEAPONS TRAINING RECORD

HP-15

RANK SGT	FIRST NAME [REDACTED]	MIDDLE NAME [REDACTED]	LAST NAME [REDACTED]
UNIT [REDACTED]	DISTRICT 4	POST 78	
DATE 8/31/2022	REQUALIFICATION OFFICER Lt. B. W. Nelson	UNIT 1810	

RED DOT QUALIFICATION

DATE OF TEST 8/31/2022	UNIT # OF CERTIFYING OFFICER 1368 Sgt. L. D. Graham	CERTIFYING OFFICER REQUALIFICATION # REQ07021	EXPIRATION DATE 10/5/2024
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PATROL RIFLE QUALIFICATION -16/20 NEEDED

MAKE	MODEL	CALIBER	CONDITION
Aero Precision	AR-15	AR-15	NEW

DIVISION ISSUED? YES NO SN# [REDACTED]

ATTEMPTS	HEAD/GROIN (+1 /-1)	PREFERRED AREA (+1)	OUTSIDE OF PREFERRED AREA (0)	ROUNDS OFF TARGET (-1)	ROUNDS NOT FIRED (0)	EXTRA ROUNDS FIRED (-1)	TOTAL HITS QUALIFY (Y/N)
1 st Attempt	+4	+16					20 Y
2 nd Attempt							
3 rd Attempt							
4 th Attempt							

IRON SIGHT QUALIFICATION

DATE OF TEST 8/31/2022	UNIT # OF CERTIFYING OFFICER 1368 Sgt. L. D. Graham	CERTIFYING OFFICER REQUALIFICATION # REQ07021	EXPIRATION DATE 10/5/2024
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PATROL RIFLE QUALIFICATION -16/20 NEEDED

MAKE	MODEL	CALIBER	CONDITION
Aero Precision	AR-15	AR-15	NEW

DIVISION ISSUED? YES NO

ATTEMPTS	HEAD/GROIN (+1 /-1)	PREFERRED AREA (+1)	OUTSIDE OF PREFERRED AREA (0)	ROUNDS OFF TARGET (-1)	ROUNDS NOT FIRED (0)	EXTRA ROUNDS FIRED (-1)	TOTAL HITS QUALIFY (Y/N)
1 st Attempt	+4	+16					20 Y
2 nd Attempt							
3 rd Attempt							
4 th Attempt							